

**MINUTES OF THE MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD ON
WEDNESDAY 2nd OCTOBER 2019 AT 7:30PM IN THE PAVILION**

5/2019

Present -	Linda Richards (Chair)		
Councillors	Belinda Heaton	James Ingham	Val Whitbread
	Helena Buck	Pam Corrigan	

Also present were Ward Cllr. Alan Lamb, one resident and the Clerk.

PUBLIC SESSION

There were no issues raised during the public session.

1. APOLOGIES – Cllrs. Dunn & Halliday and Ward Cllr. Norma Harrington.

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 4th September 2019 be approved and that the Chair be authorised to sign, proposed Cllr. Richards & seconded Cllr. Heaton, all were in favour.

4. CRIME REPORT

The crime report had been circulated showing two crimes in the Parish and also crimes in other Parishes in the Wetherby Ward. This information was available online, Cllr. Heaton would get the website address so that there could be a link from the Bramham website.

(https://www.police.uk/west-yorkshire/LDT_NE/crime/stats/)

Correspondence item 469 related to Wetherby PACT and a proposal that the first three meetings be held in Wetherby on the first Wednesday of the month. Standing orders were suspended to allow Cllr. Lamb to speak who said a discussion had already taken place regarding changing this format. Councils would be advised of the new proposals. It was agreed to set up a rota of Councillors to attend these meetings once meeting details had been finalised (feedback having been given regarding the unsuitability of the suggested dates).

5. CORRESPONDENCE

A list of correspondence received since the last meeting was presented (items 456 to 470).

- It was noted that the broadband issue regarding those properties on cabinet 15 has now been resolved (456), credit was given to the persistence of those residents who had been pressing for this.
- A resident had expressed concerns about Festival ticket allocation, the lighting of the Bowcliffe Road/Paradise Way junction and the traffic lights at Bowcliffe Hall junction being at red (459). A response had been sent with information about the traffic lights sequence supplied by Cllr. Ingham. Cllr. Heaton had had considerable success in pressing Leeds City Council (LCC) Highways to address lighting concerns.
- A concern had been expressed regarding bulbs found on the sports field suggesting inappropriate use of Nitrous oxide (460) and the Police had been notified, but did not seem to regard this as an urgent matter.
- 461 was a complaint about inconsiderate car parking on the pavement at the bungalow next to the Old Hall on Back Lane, the Police Community Support Officer had visited the address.
- Councillors were reminded to check the information held about them on the LCC website (465).
- Cllr. Heaton had attended the Yorkshire Local Councils Associations (YLCA) webinar training – on 30th September 2019 (466) and gave a report.

- Item 467 was a report of roads and footways identified for resurfacing in the Wetherby Ward in 2020/21 to 2022/23 and opportunity for comment with a deadline of 8th November 2019, it was noted that Tenter Hill was scheduled for the programme in 2022.

6. OTHER ITEMS

Cllr. Richards proposed that the Planning item be considered following item 6.1

6.1 Bramham Ball 2020 Standing orders were suspended to allow a resident to give a report to the PC. He gave a history of previous balls held at Bowcliffe Hall and outlined the three locations identified as suitable venues for the proposed September 2020 event explaining the reasons why the Sports Field was being considered. He addressed several questions which had been e-mailed to him regarding likely attendance figures (250), itinerary (champagne, beef, auction, music), security, flooring, toilet facilities, size and location of marquees (there would be a separate catering marquee), insurance, licensing, floristry, power supply, use of glass, smoking, car parking (people encouraged to walk) etc. Cllr. Whitbread agreed to send him a map of the sports field and to meet him one Saturday morning. This would be an agenda item next time. It was stressed that the organisers are Bramham Ball Committee (who have a website and Facebook page) and not Bramham Community Action Group.

6.2 Neighbourhood Improvement Fund. There were three proposed assessment criteria for application to the fund, i.e. the project must be linked to the Neighbourhood Plan, it must benefit the wider community and must be longer term. The proposed process was that the applicant submits a written proposal outlining links to criteria and makes a presentation to the working group who would rank potential projects and award money accordingly. Applicants would be required to submit a monthly report on the progress of the project and submit a final report on completion. Initial seeding funds would be given on the awarding of the project. Receipts and invoices to be presented to the Clerk during the course of the project and final accounts on completion.

6.3 Consultation regarding relaxation of permitted development rules to allow mobile communications masts to be built/heightened to allow roll out of the 5G network. It was decided not to respond to this consultation as the main political parties were in support of relaxation of these rules and that any comment by the PC would not affect the proposals.

6.4 Cleaner's annual leave. It was **resolved** that Cllr. Richards approach a local cleaner to ask her to cover the during the period that the regular cleaner is on annual leave, proposed Cllr. Corrigan, seconded Cllr. Whitbread, all in favour.

6.5 Website compliance with accessibility regulations. The Clerk was waiting for a reply from a local website developer regarding carrying out an audit of the PC website to ensure compliance with new accessibility regulations. He would continue to pursue this.

6.6 Pavilion matters.

- A quote had been received for carrying out the five-yearly electrical inspection; Cllr. Whitbread would try to get another quote.
- The refrigerator had been removed.
- The Clerk would pursue the annual gas safety inspection.
- The annual Legionnaires risk assessment would be done on 7th October.
- Concern was expressed that the energy bills seemed to be high.
- Cllr. Corrigan agreed to join Cllr. Whitbread as having responsibility for Pavilion matters.

6.7 Leeds Local Access Forum communication regarding historic rights of way. It was **resolved** to set a budget of up to £100 for research needed to establish historic rights of way in order to respond to the Leeds Local Access Forum communication, proposed Cllr. Richards, seconded Cllr. Heaton, all in favour.

6.8 Senior Citizens' Centre. Cllr. Richards reported on the selection process used to appoint a CIAT registered architectural technologist to oversee the five-stage redevelopment of the Senior Centre from inception to completion. Three applicants had been considered and all had demonstrated suitability for the project. It was **resolved** that Thompson Architecture be appointed, proposed by Cllr. Richards, seconded by Cllr. Whitbread, all in favour.

6.9 Co-option Policy. There was discussion regarding a proposal to adopt the YLCA co-option policy but no overall agreement. It was **resolved** to amend paragraph 24 of the Standing Orders by adding a bullet point after 24e to say "If the vacancy is to be filled by co-option, then candidates must be nominated i.e. proposed and seconded. Only at this stage can a vote be taken" proposed by Cllr. Richards, seconded by Cllr. Ingham, all in favour.

7. FINANCIAL MATTERS

7.1 Bank Reconciliation. The Bank Reconciliation had been circulated showing receipts totalling £1,120.10 and payments totalling £4,051.05. It was noted that Collingham Juniors had paid their annual fees.

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

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	s137
7.2.1	BACS	Donation to Monday Club for a day trip			£17.50	£17.50
7.2.2	BACS	Festival Wristbands	£168.00	£35.10	£210.60	
7.2.3	BACS	The Lock Wizard - three toilet door locks & Front Door Handle			£244.60	
7.2.4	BACS	Ware and Kaye Solicitors – Windmill Gardens land registration			£90.00	
7.2.5	BACS	Bulky item collection fee for refrigerator			£20.00	
7.2.6	102143	Caretaker – October 2019			£30.53	
7.2.7	BACS	Cleaner – October 2019			£84.52	
7.2.8	BACS	HMRC (£21.20 cleaner, £7.60 caretaker, £107.40 Clerk)			£136.20	
7.2.9	BACS	Clerk – October 2019			£429.50	
7.2.10	Direct Debit	NPower (Gas) - Pavilion - paid 2 nd September			£78.00	
7.2.11	Direct Debit	British Gas – Pavilion (24 th July to 4 th September) – paid 25 th September	£93.04	£4.65	£97.69	
7.2.12	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 16 th September			£5.00	
7.2.13	Direct Debit	Information Commissioner's Office - data protection fee			£40.00	

7.3 2020/21 budget. A draft budget had been circulated to members of the Finance Working Party who would be meeting on 9th October with the Chair and RFO to discuss and report to the November meeting.

7.4 Review of Internal Audit. The RFO recommended that no changes be made for 2020, having appointed a new Internal Auditor for 2019 who had carried out a satisfactory audit of the PC accounts and processes.

7.5 Review of levels of reserves. It was noted that once earmarked reserves were considered, the remaining level of reserves was within recommended levels and that funds would be needed for the projects considered above.

8. PLANNING MATTERS

Applications had been received for the following;

- 19/05377/FU/NE - Old Vicarage House - Demolish existing garage, lower boundary wall, modification of existing opening to boundary wall for new gates, create parking space for 2 cars

- 19/04631/FU/NE - Land At Headley Hall Farm - Installation of an atmospheric observatory; including construction of hardstanding and road with gate and new access off Warren Lane; construction of a tower, siting of container units and pads; new fencing to site
- 19/05791/TR - 16 Aberford Road - T1 and T2 Plum - To remove both as too near boundary and overhanging the footpath access
- 19/05902/FU/NE – Westwood, Town Hill - Outbuilding, with Cellar, to side

There was **no objection** to 19/05377/FU/NE (subject to the gates being in keeping with the surrounding area) or to 19/05791/TR.

Regarding 19/04631/FU/NE, the need for a new entrance for access was questioned as there was an alternative entrance using existing roads and the PC was not able to support this application.

Regarding the Town Hill application, there seemed to be minimal changes to the previous application and there were concerns that an archaeological survey had not been carried out and concerns regarding the impact on street scene and breach of Neighbourhood Plan policies such as H3c and as such, the PC was not able to support this application.

Bramham House. There were no further developments since the last meeting; Cllr. Lamb reported that he had a meeting on 4th October.

Church Hill. Cllr. Lamb reported that he has a forthcoming meeting with the Director of Leeds City Development at which he would raise concerns about this site.

Farfield House. Cllr. Lamb reported that he had seen an e-mail that day suggesting that the applicant was considering making a pre-planning application.

9. ACTION TRACKER AND CLERK'S REPORT

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

- The grass cutting quote had been accepted; a retrospective invoice for 2018 was expected.
- Cllr Heaton reported very positively on her contacts with LCC Highways with progress on several key identified issues.
- There was a reluctance by LCC to pursue the fly-tipping outside the church any further in spite of evidence produced identifying the guilty party.
- The Windmill Gardens registration was still with the solicitor, the £90 land registry had been paid.
- Cllr. Heaton had now got three quotes for work on the war memorial; this would be an agenda item next time.
- Cllr. Richards would try to get contact details for arranging a defibrillator training session.
- The Red Cross would be coming to the Pavilion to deliver first aid training on 19th November and this would be advertised on the website and in the magazine.
- Ward Cllr. Lamb reported that it would cost £5,000 to carry out a feasibility study into options for extra car parking near the school. Cllr. Richards would contact the Chair of Clifford PC.
- There was an update on progress of Playground issues, i.e. wetpour and a missing peg.

10. MINOR ITEMS. The date of the Festival ticket allocation day was confirmed as 8th March 2019. Cllr. Corrigan suggested a dog-poo bag dispenser at the car park end of the sports fields. Cllr. Heaton would investigate costs.

11. DATE OF NEXT MEETING:

Wednesday 6th November at the Sports Pavilion at 7:30 pm

It was resolved to change the date of the December meeting to 11th December and the January meeting to 8th January (the 1st being a public holiday), proposed Cllr. Richards, seconded Cllr. Corrigan, all in favour.

There being no further business the meeting concluded at 10:20pm.

Signed

Linda Richards
Chair
6 November 2019

Bank Reconciliation Statement

Balance brought forward at 1 April 2019 £122,882.41

add receipts for 2019 £65,004.61

less payments for 2019-20 -£40,496.94

	Payments	Receipts
Apr	£2,897.40	£51,351.84
May	£2,632.49	£4,829.47
Jun	£3,778.84	£1,172.20
Aug	£24,388.71	£5,985.00
Sept	£4,051.05	£1,120.10
Oct	£2,748.45	£546.00
	£40,496.94	£65,004.61

Represented by **Parish Council accounts**

HSBC Community account - Current account	£ 8752.77
General reserve easy access account Money Manager Account	£32,298.82
General reserves – Skipton BS account	£34,190.32
Earmarked reserves - Land sale - Skipton BS	£72,148.17
	£147,390.08

**Receipts - October
2019**

27-Sep-19	Pavilion Booking (Jordan Walsh - personal trainer)	£36.00
02-Oct-19	Bramham Village Hall - rental of loft space	£10.00
03-Oct-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
07-Oct-19	Mums & Tots	£120.00
07-Oct-19	Saturday Kitchen	£130.00
11-Oct-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
18-Oct-19	Pavilion Booking (Jordan Walsh - personal trainer)	£36.00
23-Oct-19	Mums & Tots	£130.00
24-Oct-19	Pavilion Booking (Jordan Walsh - personal trainer)	£36.00
		£546.00