

**MINUTES OF THE MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD ON
WEDNESDAY 3rd JULY 2019 AT 7:30PM IN THE PAVILION**

3/2019

Present - Councillors Linda Richards (Chair)
 Helena Buck
 James Ingham
 June Halliday

Pam Corrigan
Pete Dunn
Val Whitbread

Also present were Ward Cllrs. Alan Lamb and Norma Harrington, three residents and the Clerk.

PUBLIC SESSION

There were no issues brought to the Parish Council (PC).

1. APOLOGIES – Cllr. Belinda Heaton.

2. DECLARATIONS OF PECUNIARY INTEREST – Cllrs. Dunn & Halliday regarding Farfield House.

3. MINUTES OF THE PARISH COUNCIL MEETING. It was **resolved** that the minutes of the Parish Council (PC) meeting held on 5th June 2019 be approved and that the Chair be authorised to sign, proposed Cllr. Richards & seconded Cllr. Corrigan, all were in favour.

4. CRIME REPORT

There were two reported crimes in June being thefts of a horse statue and two unattended pedal cycles, both in Bramham Park. It was noted that the new Police Community Support Officer is Chris Beetham.

5. CORRESPONDENCE

A list of correspondence received since the last meeting was presented (items 405 to 423).

The Clerk would check the Crime Commissioner's newsletters to see when the next window opens for applications to the Safer Communities Fund (406 and 430).

Advice had been given by the Yorkshire Local Councils Associations (YLCA) regarding new regulations for websites and mobile apps. (417). From 23rd September 2020, all websites must meet WCAG 2.1 standard with regard to accessibility (unless the cost would impose a disproportional burden on the council) and must produce an accessibility statement. The Clerk had spoken to the designer of the Bramham website and he was confident that the website met WCAG 2.1 standards but would nevertheless carry out tests and advice accordingly.

424 was an update on the Site Allocations Plan (SAP) with possible adoption on 10th July 2019. It was noted that sites suggested in the Neighbourhood Plan Housing Policies did not align with those in the SAP. Ward Cllr. Lamb gave reassurances that site in the Neighbourhood Plan would not be considered if they were not in the SAP. It was suggested that this is reflected by a note on the website.

425 was a list of funding opportunities from the Community Matters Fit4funding newsletter. The Clerk would forward this communication to the Community Action Group, Friends of Bramham School, Village Hall, Bramham in Bloom and Football and post the information on the website.

6. OTHER ITEMS

Cllr. Richards proposed that the Planning agenda item be taken next, followed by the Highways update in the Action Tracker (item 9), followed by item 6.2. All in favour.

6.1 Bramham In Bloom. A report of achievements 2018-2019 was received noting number of volunteers (thirteen) and funding sources (they aim to be self funding). Bramham in Bloom will check with Bramham Park Estate regarding a proposal to put up an Interpretation Display Board in the Wildlife area showing bird life. They thanked the Ward Councillors for organising the skip, the resident of Old Hall for his support and a supportive resident. Judging takes place on 15th July. Japanese knotweed concerns were being addressed. They asked to be kept informed regarding the Senior Citizen's Centre. The PC thanked all members of Bramham in Bloom for all their hard work.

6.2 Bramham Community Action Group reported on events including Open Gardens & plant sale, the gala (£800 profit) and Jubilee Gardens. Jubilee Gardens would be used for commemorations of the 75th anniversary of VE (Victory in Europe) Day in May 2020 including a beacon, a village picnic and an official re-opening of the gardens on the Saturday. The 2020 gala will be on 20th June to include vintage vehicles. Old Hall are donating a Christmas Tree.

- It was **resolved** that the PC sponsors a set of Christmas Lights (£250) proposed by Cllr. Richards, seconded by Cllr. Buck, all in favour. Ward Councillors agreed a further £500.
- It was **resolved** that the PC sponsor a Jubilee Garden shrub (£50) proposed by Cllr. Dunn, seconded by Cllr. Richards, all in favour.

Both the above amounts were given using powers under Section 137 of the 1972 Local Government Act. The PC thanked Bramham Community Action Group for all their hard work.

6.3 Pavilion – update. A report of Pavilion activities had been circulated before the meeting and its contents noted. The repair of the solar panel heating has been completed and security fobs are scheduled for 19th July and a new lock was planned. Consideration of buying a second goalpost was deferred. Collingham Juniors had agreed to the PC's proposal from the May meeting, ie a charge of £300 for the Sunday team (reduced from £450 due to low usage), and the £450 for the Saturday team to be increased by 2.9%, the rate of inflation. The remaining car park fencing and the compound gate security bar had been done. Cllr. Ingham was thanked for pressure washing the patio and he agreed to clear the weeds from the compound area.

6.4 Pavilion compound security. Closed Circuit Television (CCTV) was considered following a recent incident where one of the storage containers in the compound had been broken into. It was decided that cost and associated legal obligations were disproportionate to the benefit obtained. This would be reviewed if compound security continued to be an issue.

6.5 Installation of exercise track. This would be an agenda item next time as quotes were still awaited. An article in the magazine would invite suggestions for other projects.

6.6 Senior Citizen's Centre. A meeting of the Working Group had been arranged for the following week to draw up a shortlist.

6.7 Tenterhill Allotments. The solicitors had completed a notice to vacate (no longer necessary). A meeting has been arranged for week commencing 8th July involving Bramham Park Estate who have offered help in clearing the site. There is an electricity pylon and Northern Powergrid have contacted the PC to request permission to clear vegetation. It was noted that there should be a legal agreement in the form of wayleave or easement and this was being looked into.

6.8 Publications policy & scheme. It was **resolved** to adopt the Publications Policy & Scheme as circulated ahead of the meeting, proposed by Cllr. Richards, seconded by Cllr. Halliday, all in favour

7. FINANCIAL MATTERS

7.1 Bank Reconciliation. The Bank Reconciliation had been circulated showing receipts totalling £1,172.20 and payments totalling £3,778.84.

7.2 Report of invoices and payments to be made for July. The Responsible Financial Officer (RFO) presented the Payment Schedule as follows;

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	s137
7.2.1	BACS	Pavilion – Steam Cleaner – paid 14 th June 2019			£79.99	
7.2.2	BACS	Peter Conway – solar heating repairs – paid 1 st July 2019			£634.00	
7.2.3	102138	Renovation of notice board – A. Ford			£50.00	
7.2.4	102139	Renovation of notice board – J. Swales			£50.00	
7.2.5	BACS	Julian Hall First Aid Services – 10K Run – paid 1 st July 2019			£150.00	
7.2.6	BACS	Bramham Village Hall - Mum's and Tots – 12 sessions at £12			£144.00	
7.2.7	BACS	Pavilion Expenses – Paper Cups	£47.44	£9.49	£56.93	
7.2.8	BACS	Pearson & Ward Solicitors – Legal Advice regarding allotments	£350.00	£70.00	£420.00	
7.2.9	BACS	Money from sale of Festival Tickets owed to the Community Fund			£15,785.00	
7.2.10	102140	Caretaker – July 2019			£30.53	
7.2.11	BACS	Cleaner – July 2019			£56.48	
7.2.12	BACS	HMRC (£14.00 cleaner, £7.60 caretaker, £107.40 Clerk)			£129.00	
7.2.13	BACS	Clerk – July 2019			£429.50	
7.2.14	102141	Caretaker – August 2019			£30.53	
7.2.15	BACS	Cleaner – August 2019			£70.50	
7.2.16	BACS	HMRC (£17.60 cleaner, £7.60 caretaker, £107.40 Clerk)			£132.60	
7.2.17	BACS	Clerk – August 2019			£429.50	
7.2.18	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 11 th June			£5.00	
7.2.19	Direct Debit	NPower (Gas) - Pavilion - paid 3 rd June			£77.00	
7.2.20	Direct Debit	British Gas – Pavilion (7 th March to 8 th May) – paid 3 rd June	£122.81	£6.14	£127.95	
7.2.21	Direct Debit	British Gas – Pavilion (9 th May to 5 th June) – paid 25 th June	£53.54	£2.67	£56.21	
7.2.22	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 8 th July			£5.00	

7.3 Bank mandates, change of signatories. Cllrs. Corrigan and Ingham are now signatures on the bank account. A branch visit with appropriate proofs of identification is needed in order for them to become signatories on the building society account.

8. PLANNING MATTERS

Applications had been received for the following;

- 19/03328/FU/NE - High Toynton, Vicarage Lane - Single storey rear extension
- 19/03011/TR - 20 Aberford Road - T1 - To reduce and shape to approximately 2-2.5 metres high, T2 - To reduce and shape to approximately 5 metres high. To cut back the overhanging conifer as far as possible
- 19/03125/FU/NE - Farfield House - Demolition of existing dwelling and ancillary/domestic outbuildings and replacement with five dwellings, with layout, access and servicing on land off Wetherby Road
- 19/03623/FU/NE - The Old Hall, Back Lane, Alterations including rebuilding one corner as a curve to stable block
- 19/03843/FU/NE – Westwood, Town Hill - Outbuilding, with Cellar, to rear.

There were **no objections to** 19/03328/FU/NE, 19/03011/TR, 19/03623/FU/NE (nor to the associated 19/03873/LI/NE). It was decided to **object** to the application for Westwood as this was in a conservation area and would change the aspect from the road. There were also concerns regarding proximity to the adjoining property.

Other Planning issues were discussed as follows;

- **Bowcliffe Hall.** A formal submission was awaited.
- **Bramham House** – Ward Cllr. Lamb had spoken to the Plans Panel about the section 106 monies expressing concern about the significant reduction in the original estimated amount. The Plans Panel declined to adjust the amount; the expected section 106 contribution is now £29,222.61. There were a couple of minor concessions regarding how much of the land on the site could be classed as green space. The application has now been delegated to the Chief

Planning Officer. Formal planning permission can only be given once the section 106 matter is resolved and the consultative forum is still awaited.

- **Church Hill** – Ward Cllr. Lamb is pursuing a meeting with Martin Farrington (LCC Director of City Development), all angles were being considered, meanwhile, he requested that as much evidence as possible is provided to give weight to any action taken.
- **Farfield House** - no decisions would be taken on any of the applications received until after the appeal against refusal of an earlier application had been heard. This was due on the 17th. Ward Cllr. Lamb would press for a meeting as soon as possible after that date. The PC would request an extension to the deadline for comments.

9. ACTION TRACKER AND CLERK'S REPORT

- Ward Cllr. Lamb advised the Council regarding Highways issues including introduction of 20mph speed restrictions (soon to be signed off), the Church & Village Hall signs, the Tenter Hill/West Wood Road junction and the Paradise Way/Bowcliffe Road junction (the Clerk will chase forestry regarding obscured signs). He had received a communication from Cllr. Hopps regarding school parking and a desktop review was being done. Ward members agreed to fund a Speed Indicator Device – Cllrs. Dunn and Richards will advise him regarding location. Ward Cllr. Lamb was made aware of concerns regarding the barrier outside the school.
- Cllr. Dunn reported on the latest attempts to engage with the school (with support from Clifford) and their cancellation of a dementia awareness event. Cllr. Richards will be taking up the invite to join the school governors.
- The Clerk had liaised with Bramham Park Estate and a tree surgeon regarding a resident's request for trees in the wildlife area to be cut and had advised the resident.
- It was **resolved** that the Red Lion wayleave rent be increased to £250, proposed Cllr. Halliday & seconded Cllr. Dunn, all were in favour.
- Cllr. Richards had spoken to Vicky Nunns (LCC) regarding a bridge to the Wildlife area from the SCC.
- Cllr. Corrigan reported regarding playground inspections. Four new people have been signed up to do them. Cracks are appearing in the wetpour, the Clerk will check the warranty. A block of wood has been put on the gate to prevent trapped fingers, a missing paling on the fence has been replaced but there is now a split paling on the gate – Cllr. Corrigan will arrange its repair.
- A free First Aid training session run by the Red Cross has been arranged for 10th September.
- Two dementia awareness sessions have been arranged for 10th and 19th September, both taking place in the Pavilion.
- The PC will respond to a consultation regarding the future of printed bus timetables.
- Monday Club will convene on the 8th. Thirty-three will be going and an organist and singer have been arranged. Funding will be considered at the September meeting.

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

- It was agreed that a couple of residents could make repairs to one of the benches as there would be no cost to the PC.

11. DATE OF NEXT MEETING:

Wednesday 4 September at the Pavilion at 7:30pm.

There being no further business the meeting concluded at 9:50pm.

BRAMHAM PARISH COUNCIL

Payment Schedule September 2019

Cheque	Payee	Amount (excl. VAT)	VAT	Total
BACS	Christmas Lights Sponsorship – Community Action Group			£250.00
BACS	Jubilee Garden shrub Sponsorship – Community Action Group			£50.00
BACS	UKTimers - 10K - Timings/Results – paid 15/7			£175.00
BACS	Green guard CS Limited - Fencing round car park – paid 17/7			£557.00
BACS	Green guard CS Limited - Security bar and raising gate doors			£80.00
BACS	Neighbourhood Plan – ten copies at £18.50 each			£185.00
BACS	YLCA – Good Councillors/Finance booklets – 9 at £3.49 + post			£37.06
BACS	John Wright – Painting Pavilion – Paint	£172.26	£34.45	£206.71
BACS	John Wright – Painting – labour			£1,293.29
BACS	Yorkshire Water Authority – Pavilion			£62.04
BACS	Pavilion & 10K run expenses - laminator pouches/scissors/ frying pans/teaspoons/printer cartridges/padlock/hosepipe			£131.91
BACS	Donation to Monday Club for a day trip			£52.50
BACS	Rollinson Safeway – Festival Shuttle Bus 3 x £750			£2250.00
BACS	Refund of Pavilion booking deposit – Kira Smith			£50.00
BACS	ESS Security - New Key Fobs	£75.00	£15.00	£90.00
BACS	Contribution to the Church Magazine			£450.00
BACS	10K Run expenses	£451.60	£54.92	£506.52
BACS	Barbeque expenses	£709.54	£38.42	£747.96
BACS	Write Design – printing of Annual Newsletter			£536.00
BACS	PKF Littlejohn – External Auditor’s Fees	£300.00	£60.00	£360.00
102142	Caretaker – September 2019			£30.53
BACS	Cleaner – September 2019			£105.75
BACS	HMRC (£26.40 cleaner, £7.60 caretaker, £107.40 Clerk)			£141.40
BACS	Clerk – September 2019			£429.50
Direct Debit	NPower (Gas) - Pavilion - paid 1 st July			£78.00
Direct Debit	British Gas – Pavilion (4 th July to 23 rd July) – paid 12 th August	£45.74	£2.28	£48.02
Direct Debit	NPower (Gas) - Pavilion - paid 1 st August			£78.00
Direct Debit	British Gas – Pavilion (6 th June to 3 th July) – paid 1 st August	£53.39	£2.66	£56.05

Linda Richards

Val Whitbread

Chair

4 September 2019

Bank Reconciliation Statement

Balance brought forward at 1 April 2019 £122,882.41

add receipts for 2019 £63,338.51

less payments for 2019-20 -£33,697.44

	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
	£33,697.44	£63,338.51

Represented by **Parish Council accounts**

HSBC Community account - Current account	£13,902.27
General reserve easy access account Money Manager Account	£32,282.72
General reserves – Skipton BS account	£34,190.32
Earmarked reserves - Land sale - Skipton BS	£72,148.17
	£152,523.48

**Receipts - July &
August 2019**

27-Jun-19	Pavilion Booking (Catherine Noble - 6th July)	£20.00
28-Jun-19	10K Run - 2H Storage Solution	£200.00
28-Jun-19	Pavilion Booking (Jordan Walsh - personal trainer)	£30.00
02-Jul-19	Bramham Village Hall - rental of loft space	£10.00
02-Jul-19	Five Star Sports - Pavilion Booking	£60.00
02-Jul-19	Saturday Kitchen	£27.50
02-Jul-19	Pavilion Booking (Bramham Pooch Patrol - 7th July)	£30.00
05-Jul-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
12-Jul-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
12-Jul-19	Pavilion Booking (Joanna Bayton-Smith, School Leavers Party - 19th July 2019)	£20.00
13-Jul-19	Pavilion Booking for 18th July (V H Stark)	£20.00
15-Jul-19	Pavilion Booking (Pip Hobman - 7th September)	£20.00
15-Jul-19	10K Run - Kitchen takings	£402.26
15-Jul-19	Saturday Kitchen	£97.74
15-Jul-19	Mums & Tots	£100.00
16-Jul-19	BookitZone.com - 10K - Income from those who booked online	£2,391.00
19-Jul-19	Pavilion Booking (Jordan Walsh - personal trainer)	£18.00
23-Jul-19	Pavilion Booking (JN Bentley - July 2019)	£50.00
24-Jul-19	Sam Smiths - Red Lion Wayleave Rent	£250.00
25-Jul-19	Cash paid in at Wetherby - profit from the 5K and 10K runs	£447.00
26-Jul-19	Pavilion Booking (Jordan Walsh - personal trainer)	£12.00
29-Jul-19	Cheque paid in at Wetherby - profit from the 5K and 10K runs	£47.00
02-Aug-19	Donation for the bench on Clifford Road	£375.00
02-Aug-19	Bramham Village Hall - rental of loft space	£10.00

02-Aug-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
09-Aug-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
14-Aug-19	Pavilion Booking (Claire-Louise Atkinson - 14th August 2019)	£40.00
17-Aug-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
22-Aug-19	Bank Transfer - Profit from the barbeque	£382.00
24-Aug-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
27-Aug-19	Mums & Tots	£160.00
27-Aug-19	Cash paid in at Wetherby - Profit from the barbeque	£601.50
27-Aug-19	Pavilion Booking (Lizzie Suffield - 31st August 2019)	£20.00
		£5,985.00