

**MINUTES OF THE MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD ON
WEDNESDAY 4th SEPTEMBER 2019 AT 7:30PM IN THE PAVILION**

4/2019

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

Also present were Ward Cllr. Alan Lamb, six residents of the Parish, two of a neighbouring parish and the Clerk.

PUBLIC SESSION

Several members of the public were present and were given opportunity to speak to those agenda items of interest to them during the meeting. One resident commented on how well organised the festival had been and there was praise for the bus driver. There were questions about why traffic restrictions began on the Monday (a Police decision) and a concern that road signs remained in place for months after the festival.

- 1. APOLOGIES** – Ward Cllrs. Gerald Wilkinson & Norma Harrington.
- 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 3rd July 2019 be approved and that the Chair be authorised to sign, proposed Cllr. Dunn & seconded Cllr. Whitbread, all were in favour.
- 4. CRIME REPORT**
The crime report had been circulated showing six crimes in the Parish, five of which were committed in the period 21st to 28th August. On this occasion, crime reports for neighbouring parishes had also been circulated allowing comparisons to be made. The local police were thanked for the work they do and it was noted that the new Police Community Support Officer had addressed residents' concerns.
- 5. CORRESPONDENCE**
A list of correspondence received since the last meeting was presented (items 424 to 455).

The locks to the doors in the ladies and disabled toilets had been replaced following a complaint that the door to one of the cubicles in the toilets had become stuck (436). There was a concern that parents of children using the playground are using the Freely Lane passing place for parking (437). The Clerk had pursued this with Highways and the Police. A resident of Timber Close was concerned that whoever is responsible for the grass cutting and trimming the weeds on Bowcliffe Road seems to have avoided doing so (440). The grass has since been strimmed – the Clerk will advise the resident. The Yorkshire Local Councils Associations (YLCA) mid-July newsletter contained useful information about funding sources (442), one of which could be relevant to the proposed exercise track. A resident was concerned about the damage done to the motorway/soundproof fence off Paradise Way caused by the grass cutter (441). The Clerk will chase this up having not had a reply. Item 445 was a query about the Bramham archives website from someone researching a connection between the gardens in Bramham Park and an architect of Bath, this had been forwarded to the resident who maintained the archives website content. Item 449 was a resident expressing concern about the cutting of trees and hedges on Tenter Hill allotments, this had been necessary to make the site safe and replacement hedging whips would be ordered for the Autumn.

6. OTHER ITEMS

Cllr. Richards proposed that the item 6.15 be taken next followed by Planning. All in favour.

6.1 Vacancy on the Parish Council. The resignation of David Hopps was reported and it was noted that following the display of notices, there were no requests that this vacancy be filled by election and that this vacancy could now be filled by co-option. Cllr. Dunn had drafted a procedure note together with an application form, and person specification for consideration. Clarification from the YLCA was being sought to ensure compliance with statutory requirements. It was **resolved** to adopt the above documents and proposed selection process subject to this clarification, proposed Cllr. Richards, seconded Cllr. Whitbread, all in favour.

6.2 Leeds Local Access Forum regarding the 1st January 2026 cut-off date for claiming historic rights of way. It was **resolved** that standing orders be suspended to allow a resident well informed about such matters to speak. He explained the options available to the PC. It was **resolved** that he pursue this further and report back to the PC, proposed Cllr. Richards, seconded Cllr. Heaton, all in favour. It was noted that there may be costs involved and this would be a future agenda item.

6.3 To consider Neighbourhood Projects and Aspirations identified from Neighbourhood Plan consultations. Cllr. Dunn noted the high level of reserves being held by the PC and presented a paper suggesting a process for residents and community groups to bid against available funds for Neighbourhood Projects. Invitations would be posted on social media, the website and in the October magazine with an end of October deadline. It was **resolved** to accept the recommendations and proceed as above, proposed Cllr. Dunn, seconded Cllr. Richards, all in favour. In parallel the Parish Council would proceed with existing investment projects and priorities (including the refurbishment of the SCC) which would not form part of this bidding process. The exercise track discussed at the July meeting was one of these projects Cllr. Whitbread had received a quote for a 400 metre track and another quote was awaited. Another project was to improve the village square and Cllr. Heaton had received two quotes for work to the war memorial and was awaiting a third. Another project was car parking for the school; Ward Cllr. Lamb had been pursuing this.

6.4 Revised agreement with Bramham Park estate regarding the wildlife area. It was **resolved** accept the revised agreement with Bramham Park estate regarding the wildlife area, proposed Cllr. Whitbread, seconded Cllr. Richards, all in favour.

6.5 Windmill Gardens. It was noted that the solicitor has completed the work necessary to get Windmill Gardens registered as a PC asset with HM Land registry. The solicitor had a query regarding whether there was a hedge marking the boundary at one side of the land. Cllr. Ingham had visited the site and the Clerk would advise the solicitor accordingly and instruct him to complete.

6.6 Leeds Festival. Cllr. Halliday reported that there had been very few complaints and the bus provided had been better than in previous years. It was agreed that following an incident at the 2019 ticket collection, the process for 2020 onwards include a statement that abusive behaviour towards the volunteers would not be tolerated and appropriate action would be taken. There had been issues regarding parking passes. The PC is still holding a large sum of money on behalf of Festival Republic, several requests had been made for bank account details and a response was awaited. It was **resolved** to agree retrospective approval of payment of shuttle bus costs (£750 per day, £2,250 total), proposed Cllr. Richards, seconded Cllr. Dunn, all in favour. It was **resolved** to reimburse the cost of the wristbands, proposed Cllr. Ingham, seconded Cllr. Buck, all in favour. 15th March was the preferred date for the 2020 ticket allocation date with 8th March as an alternative.

6.7 Website compliance. It was agreed to employ a local contractor to access the PC website for compliance with accessibility regulations. The need for an accessibility statement was noted.

6.8 To consider bids received for the work on the Senior Citizen's Centre (SCC). It was reported that one bid had been received that morning for work on the SCC, other bids had been received and would now be considered by the WG and presented for consideration to the Council.

6.9 & 6. 11 Senior Citizen's support. It was reported that the summer lunch had been successful. Not all of the money budgeted for this had been spent and some of the balance had been used to pay for a trip to Bury on 4th September for four residents. It was **resolved** that the money left from the £500 approved in May not spent on the summer events be put towards the Christmas lunch in the Village Hall, proposed by Cllr. Dunn, seconded by Cllr. Richards, all in favour.

6.10 Pavilion update. Cllr. Whitbread reported on the main events of the summer, the 5K & 10K runs and the barbeque, summer Playscheme, the redecorating of the Pavilion, the new fobs and door lock. A new agreement with Collingham Juniors was being drawn up. It was **resolved** to agree a budget of £400 to clear the compound of weeds and install extra fencing and to set a budget of £250 a year for an ongoing maintenance contract for all PC assets, proposed by Cllr. Whitbread, seconded by Cllr. Corrigan, all in favour. A proposal to consider bench storage in the changing room was deferred until costs had been obtained. Leeds City Council (LCC) would be asked to collect a broken fridge/freezer.

6.12 Village Celebration. It was noted that the Village Hall and Community Group had received two awards, the Duke of York Community Initiative Award and the Queens Award for Voluntary Service and that a village celebration had been held on 1st September to recognise these achievements. Festival Republic via the Community Fund had kindly supported this event with a gift of £500. It was **resolved** to retrospectively support this event with a donation of up to £100, proposed by Cllr. Richards, seconded by Cllr. Corrigan, all in favour

6.13 Tenter Hill Allotments. It was **resolved** to approve legal expenditure of up to £1,600 + VAT for rules, constitution and a tenancy agreement for these allotments, proposed by Cllr. Richards, seconded by Cllr. Dunn, all in favour

6.14 Memorial plaque dedicated to Mick Wright. It was **resolved** to agree a budget of up to £300 to buy a memorial plaque of up to a hundred characters dedicated to Mick Wright to go outside the Pavilion, proposed by Cllr. Richards, seconded by Cllr. Corrigan, all in favour

6.15 Use of the Sports Field for a ball. Standing orders were suspended to allow a representative of the Bramham Ball Committee to speak. One of the options being considered for a venue is to have a marquee on the Sports Field in mid-September 2020. This would be for a maximum of 150 people and run from 7pm to midnight. The marquee would be there from Friday to Monday. There were concerns regarding dimensions and positioning, access by football teams and other users, insurance, security, flooring, car parking and plastic glasses. It was **resolved** in principle to give indicative support for the Bramham Ball committee to use the Sports Field for the ball with a marquee and access to the toilets **subject to** assurances on these matters, proposed Cllr. Richards, seconded Cllr. Halliday, all in favour. The Bramham Ball committee would consider these concerns at its next meeting on 18th September.

7. FINANCIAL MATTERS

7.1 Bank Reconciliation. The Bank Reconciliation had been circulated showing receipts totalling £5,985.00 and payments totalling £24,388.71. An improved process for reporting income to the Responsible Financial Officer (RFO) was being considered. It was noted that some of the items listed should have been reported as income rather than as profit.

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

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	s137
7.2.1	BACS	Christmas Lights Sponsorship – Community Action Group			£250.00	£250
7.2.2	BACS	Jubilee Garden shrub Sponsorship – Community Action Group			£50.00	£50
7.2.3	BACS	UKTimers - 10K - Timings/Results – paid 15/7			£175.00	
7.2.4	BACS	Green guard CS Limited - Fencing round car park – paid 17/7			£557.00	
7.2.5	BACS	Green guard CS Limited - Security bar and raising gate doors			£80.00	
7.2.6	BACS	Neighbourhood Plan – ten copies at £18.50 each			£185.00	
7.2.7	BACS	YLCA – Good Councillors/Finance booklets – 9 at £3.49 + post			£37.06	
7.2.8	BACS	John Wright – Painting Pavilion – Paint	£172.26	£34.45	£206.71	
7.2.9	BACS	John Wright – Painting – labour			£1,293.29	
7.2.10	BACS	Yorkshire Water Authority – Pavilion			£62.04	
7.2.11	BACS	Pavilion & 10K run expenses - laminator pouches/scissors/ frying pans/teaspoons/printer cartridges/padlock/hosepipe			£131.91	
7.2.12	BACS	Donation to Monday Club for a day trip			£52.50	£52.50
7.2.13	BACS	Rollinson Safeway – Festival Shuttle Bus 3 x £750			£2250.00	
7.2.14	BACS	Refund of Pavilion booking deposit – Kira Smith			£50.00	
7.2.15	BACS	ESS Security - New Key Fobs	£75.00	£15.00	£90.00	
7.2.16	BACS	Contribution to the Church Magazine			£450.00	£450
7.2.17	BACS	10K Run expenses	£449.60	£54.92	£504.52	
7.2.18	BACS	Barbeque expenses	£709.54	£38.42	£747.96	
7.2.19	BACS	Write Design – printing of Annual Newsletter			£536.00	
7.2.20	BACS	PKF Littlejohn – External Auditor's Fees	£300.00	£60.00	£360.00	
7.2.21	102142	Caretaker – September 2019			£30.53	
7.2.22	BACS	Cleaner – September 2019			£105.75	
7.2.23	BACS	HMRC (£26.40 cleaner, £7.60 caretaker, £107.40 Clerk)			£141.40	
7.2.24	BACS	Clerk – September 2019			£429.50	
7.2.25	Direct Debit	NPower (Gas) - Pavilion - paid 1 st July			£78.00	
7.2.26	Direct Debit	British Gas – Pavilion (4 th July to 23 rd July) – paid 12 th August	£45.74	£2.28	£48.02	
7.2.27	Direct Debit	NPower (Gas) - Pavilion - paid 1 st August			£78.00	
7.2.28	Direct Debit	British Gas – Pavilion (6 th June to 3 th July) – paid 1 st August	£53.39	£2.66	£56.05	
7.2.29	Direct Debit	British Gas – SCC (18 th April to 11 th July) – paid 1 st August	£84.82	£4.24	£89.06	
7.2.30	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 7 th August			£5.50	

7.3 Bank mandates. It was noted that Cllr. Buck had successfully pursued getting the signatures changed on the Skipton Building Society accounts. Specimen signatories were provided at the meeting from those now authorised.

7.4 To receive a report of the Finance Working Party (FWP) meeting held in July. The FWP had met on 23rd July and had considered the Q1 variance report, reporting of reserves and spending against funding sources and changes to the income and expenditure spreadsheet to add filters, remove redundant columns and clarify others. Spot checks were carried out.

7.5 External Auditor's report. The External Auditor's report had been circulated and the contents noted. The only issue raised concerned attribution of the cost of the mobile telephone provided for the Clerk which the auditor did not consider to be employment expenses.

7.6 Contribution to the Church Magazine. It was **resolved** to approve a contribution to the Church Magazine of £450 made under section 137 of the Local Government Act 1972, proposed Cllr. Whitbread, seconded Cllr. Richards, all in favour.

7.7 Remembrance Day wreath. It was **resolved** to donate £50 towards to cost of the Remembrance Day wreath under section 137 of the Local Government Act 1972, proposed Cllr. Whitbread, seconded Cllr. Richards, all in favour.

7.8 Grass cutting quotation. It was **resolved** accept a quotation from LCC for grass cutting of £2,372.56 (twelve cuts, two weed sprays and hedge cutting), proposed Cllr. Richards, seconded Cllr.

Halliday, all in favour. It was noted that LCC had not invoiced for previous cuts and the RFO would highlight this to LCC

8. PLANNING MATTERS

Applications had been received for the following;

- 19/03873/LI/NE - The Old Hall, Back Lane - Listed Building application for alterations to stable*
- 19/04456/TR - 15 Milnthorpe Close - T1 Apple - Remove to clear space for a driveway*
- 19/04403/LI/NE - Remains Of Cross, Toulston Lane And Graveyard, All Saints Church, Vicarage Lane - Relocation of Medieval Cross from Black Wood (Toulston Lane) to churchyard at All Saints Church Bramham*
- 19/04460/TR - Land Adjacent Great North Road Tenter Hill - T1 - Sycamore - Fell - Starting to push boundary wall over at Walker's Buildings & White Horse House*
- APP/N4720/W/19/3233729 - Milnthorpe Cottage - Demolish existing dwelling and outbuildings, erection of one detached house and four semi-detached houses with associated works
- 19/04881/TR – Westwood, Town Hill – five trees as detailed in an associated report, 2 cherry, 2 rowan, 1 lavender
- 19/05124/TR - 5 Timber Close – various as discussed with the LCC Tree Officer
- 19/05152/FU/NE - High Toynton, Vicarage Lane - Single storey extension to rear

There was **no objection** to 19/03873/LI/NE, 19/04456/TR, 19/04403/LI/NE 19/04460/TR and it was noted that the Clerk had replied using his delegated authority where appropriate.

APP/N4720/W/19/3233729 was an appeal against refusal. A response would be sent restating the position of the PC reflecting that the Neighbourhood Plan had now been made.

It was noted that there had been a previous application for the Town Hill application. As this was in the conservation area, a response would be sent to flag to the tree officer the possible context in which this application was being made.

There were concerns regarding the Timber Close application. The Parish Council (PC) wanted evidence of that LCC Flood Risk Management team and the Environmental/Conservation team were involved in considering this application and that a professional assessment of the need for this work had been carried out by an arboricultural surveyor.

Regarding High Toynton, it was noted that there was no detail of the tree work required and the PC felt that this should be referred to the tree officer.

It was **resolved** that Standing Orders be suspended to allow the Ward Councillor and residents present to speak about the **Farfield House** proposals, proposed Cllr. Richards, seconded Cllr. Dunn, all in favour. Dispensation was given to allow Cllrs. Dunn and Halliday to speak about this issue. Ward Cllr. Lamb clarified the legal position regarding greenbelt status. Earlier that day, Councillors had met on-site with Ward Cllr. Lamb and the developer. A revised plan is awaited and it was hoped that the developer takes on board the feedback given. Residents expressed concerns about road widening, impact on noise attenuation measures, vandalism of the current site and parking/turning space. There were concerns that an animal shelter is mentioned in the application but not shown on the plans. One resident expressed concerns about the negative effect of the removal of the boundary fence between the site and her property. The refusal of LCC to grant planning permission for the various applications for the site except 19/03125/FU (demolition of existing dwelling and ancillary/domestic outbuildings and replacement with five dwellings) was noted.

Regarding **Bramham House**, there were ongoing issues regarding green space contribution but there had been no contact since the Plans Panel meeting. A Consultative Forum could not precede formal granting of planning permission but Ward Cllr. Lamb would be happy to attend an organised meeting.

There were no developments regarding the **Church Hill** site but there had been a case of fly-tipping at the bottom of Church Hill, evidence of its source was being investigated.

The adoption of the Site Allocations Plan by LCC at its meeting on 10th July 2019 was noted, this supersedes any sites identified in the Neighbourhood Plan.

9. ACTION TRACKER AND CLERK'S REPORT

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

- Cllr. Richards would take on the role of liaison with Clifford PC
- Cllr Heaton agreed to pursue Highways with the numerous issues still outstanding
- Cllr. Richards had had her first meeting with School Governors that morning and would be hopefully be formally co-opted at their meeting on 20th September.
- Dementia awareness sessions would be taking place in the Pavilion on 10th and 19th September.
- The Red Cross would be coming to the Pavilion to deliver first aid training on 26th September and this had been advertised on the website.
- An agreed response had been submitted to the bus timetable consultation.
- The Clerk's quarterly review had taken place on 4th September.

10. MINOR ITEMS. Cllrs. Dunn and Halliday gave their apologies for the October meeting.

11. DATE OF NEXT MEETING:

Wednesday 2 October at the Pavilion at 7:30pm.

There being no further business the meeting concluded at 10:30pm.

Signed

Linda Richards
Chair
2 October 2019

BRAMHAM PARISH COUNCIL

Payment Schedule October 2019

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

Linda Richards

Val Whitbread

Chair

4 October 2019

Bank Reconciliation Statement

Balance brought forward at 1 April 2019	£122,882.41
add receipts for 2019	£64,458.61
less payments for 2019-20	-£37,748.49

	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
	£37,748.49	£64,458.61

Represented by **Parish Council accounts**

HSBC Community account - Current account	£10,955.22
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
	£149,592.53

Receipts - September 2019

06-Sep	Interest earned on Money Manager Account	£16.10
30-Aug-19	Pavilion Booking (Jordan Walsh - personal trainer)	£30.00
01-Sep-19	Pavilion Booking (Pip Hobman - 7th September)	£20.00
01-Sep-19	Bramham Village Hall - rental of loft space	£10.00
06-Sep-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
12-Sep-19	Pavilion Booking (Val Whitbread - 13th September)	£24.00
13-Sep-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
16-Sep-19	Collingham Junior Football Club - Annual Fees	£762.00
16-Sep-19	Pavilion Booking (Linda Matthews - 22nd September)	£16.00
16-Sep-19	Mums & Tots	£103.00
19-Sep-19	Five Star Sports - Pavilion Booking	£45.00
20-Sep-19	Pavilion Booking (Jordan Walsh - personal trainer)	£30.00
20-Sep-19	Pavilion Booking (Jennifer Smith - 15th December)	£16.00
		£1,120.10