

2/2019

Pam Corrigan
Val Whitbread

PUBLIC SESSION

1. APOLOGIES – Cllrs. Dunn, Halliday and Hopps and Ward Councillor Harrington.

3. MINUTES OF THE PARISH COUNCIL MEETING. It was **resolved** that the minutes of the Parish Council (PC) meeting held on 8th May 2019 be approved and that the Chair be authorised to sign, proposed Cllr. Whitbread & seconded Cllr. Corrigan, all were in favour.

4. CRIME REPORT

5. ACTION TRACKER AND CLERK'S REPORT

Issues on the Action Tracker were considered, many of which were still ongoing or were items elsewhere on the agenda. Standing orders were suspended to allow Ward Cllr. Lamb to speak. It was **resolved** that Cllr. Hopps accepts an offer by Ward Cllr. Lamb to attend a meeting with LCC planning officers to discuss proposals to use the bottle bank area as a small car park for parents dropping children off at the school, proposed by Cllr. Richards, seconded by Cllr. Corrigan, all in favour

6. CORRESPONDENCE

A list of correspondence received since the last meeting was presented (items 403 to 404).

7. OTHER ITEMS

7.1 Renovation of the PC notice board. It was **resolved** to pay £100 to two residents who had renovated the PC notice board, proposed by Cllr. Richards, seconded by Cllr. Buck, all in favour

7.2 To consider matching grant funding sources with possible projects. Various projects were considered. Cllr. Whitbread would investigate track distance markers for a playing field based running track, Cllr. Richards would investigate a bridge from the Senior Citizen's Garden to the

Woodland Area and Cllr. Hopps would investigate footpath and cycle paths and access to support from the charity Sustrans.

7.3 Confirmation of Working Groups. It was **resolved** that Cllr. Heaton join the Finance Working Group and Cllr. Dunn join the Festival Working group, with the clerk coming off that group. Proposed by Cllr. Richards, seconded by Cllr. Corrigan, all in favour

7.4 Pavilion

- It was **resolved** to accept a quote of £1,300 for redecorating the Pavilion, proposed by Cllr. Whitbread, seconded by Cllr. Ingham, all in favour.
- It was **resolved** to agree a £100 charge for a local company wanting to hire the Pavilion for a works fair, proposed by Cllr. Whitbread, seconded by Cllr. Richards, all in favour.
- The goalposts had been bought and the deep clean was mostly complete.

7.5 Health and Safety Policy. It was **resolved** to adopt the Health and Safety policy which Cllr. Buck had circulated, with a commitment to reviewing the policy and implementation procedures. Proposed by Cllr. Richards, seconded by Cllr. Corrigan, five were in favour, Cllr. Whitbread was against as she felt the policy as presented was overly complex. Cllr. Richards would ensure all volunteers were aware of the policy and its aims.

7.6 Senior Citizen's Centre. The interview process had highlighted that those applying for the Project Manager vacancy were used to dealing with far bigger projects. It was **resolved** to consider local providers instead, proposed by Cllr. Richards, seconded by Cllr. Heaton, all in favour.

7.7 Payment for Bramham in Bloom regarding the Senior Citizen's Centre. It was **resolved** to sponsor the pots on the Cenotaph and support the work in the wildlife area, with a donation of £400 to Bramham In Bloom under section 137 of the 1972 Local Government Act proposed by Cllr. Richards, seconded by Cllr. Corrigan, all in favour.

7.8 Tenterhill Allotments – a report had been circulated to all Councillors. The Annual General meeting of the allotments association would be 7pm, 6th June. Cllrs Buck and Richards to attend

7.9 To consider strategies to better focus discussion in meetings to manage length of meetings. Cllrs. were encouraged to send reports ahead of meetings allowing sufficient time for them to be read. Councillors were also encouraged to think carefully when responding to e-mails and to copy to everyone only when necessary.

7.10 Clerk's appraisal schedule. The Clerk's annual appraisal had taken place with the next quarterly review due in September.

8. FINANCIAL MATTERS

8.1 Bank Reconciliation. The Bank Reconciliation had been circulated showing receipts totalling £4,829.47 and payments totalling £2,632.49.

8.2 Report of invoices and payments to be made for June. 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	Pavilion Booking Refund – paid 21 st May 2019			£30.00	
8.2.2	BACS	Goalposts	£241.66	£48.33	£289.99	
8.2.3	BACS	Repair of damages to Pavilion			£360.00	
8.2.4	BACS	Greenguard – removal of brambles and weeds near car park			£60.00	*
8.2.5	BACS	Level 2 City and Guilds Food Safety Course – Cllr. Richards	£12.00	£2.40	£14.40	

8.2.6	BACS	Dispensers of bags for dog walkers			£438.00	
8.2.7	BACS	Bramham In Bloom – donation in lieu of SCC garden work			£400.00	£400
8.2.8	102136	Caretaker – June 2019			£30.53	
8.2.9	102137	Pavilion Planters – medium, large and compost	£216.30	£43.26	£259.56	
8.2.10	102137	Compost and plants for the Planters - Langlands	£84.92	£16.98	£101.90	
8.2.11	BACS	ESS Security - Annual Fee for Fire Alarm System	£160.00	£32.00	£192.00	
8.2.12	BACS	ESS Security - Annual Fee for Dual ATS Alarm System	£255.00	£51.00	£306.00	
8.2.13	BACS	Annual Renewal of Norton anti-virus software	£70.82	£14.17	£84.99	
8.2.14	BACS	Yorkshire Local Councils Associations – New Councillor Training			£115.00	
8.2.15	BACS	Cleaner – June 2019			£155.02	
8.2.16	BACS	HMRC (£26.40 cleaner, £7.60 caretaker, £107.40 Clerk)			£153.80	
8.2.17	BACS	Clerk – June 2019			£429.50	
8.2.18	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 10 th May			£7.21	
8.2.19	Direct Debit	NPower (Gas) - Pavilion - paid 1 st May			£78.00	

8.3 Bank mandates, change of signatories. Cllr. Buck had obtained the mandate change request forms from the bank and those Councillors becoming signatories were asked to ensure they provided specimen signatures before leaving the meeting. Cllr. Buck was thanked for taking this forward.

9. PLANNING MATTERS

An application had been received for the following;

- 19/03031/FU/NE - 18 Clifford Road - Increase length of front extension and first floor extension to rear, additional rooflights to ground floor and new bi-fold doors to rear

There were **no objections**

Other Planning issues were discussed as follows;

- On 17th May, Cllr. Richards, Ward Cllr. Lamb, LCC planning officers had met representatives of **Bowcliffe Hall** on-site. There was general support for their recently submitted applications with some concerns regarding the gatehouse development
- Also on 17th May, Cllr. Richards had meet with the owner of **Bramham Park Estate** to discuss estate management plans. He had agreed to help with the clearance of the buildings and detritus from the allotment site and to open the gala organised by Bramham Community Action Group.
- Standing Orders were suspended to allow Ward Cllr. Lamb to speak. He reported that he had arranged a meeting with Leeds City Council's Director of City Development and their Chief Planning Officer regarding the **Church Hill** site.
- There had been multiple applications regarding the **Farfield House** site which LCC were not prepared to consider pending the outcome of an appeal hearing regarding an earlier application. Ward Cllr. Lamb had met with the Planning Officer that morning and was looking to arrange a meeting with interested parties.

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

- Cllr. Richards advised that there had been an approach by the School regarding a vacancy on the Governing body, she would pass this information on to those Councillors not present at the meeting and let the Clerk know if anyone was interested.

11. DATE OF NEXT MEETING:

Wednesday 3 July at the Pavilion at 7:30pm.

There being no further business the meeting concluded at 10:40pm.

Signed

Linda Richards
Chair
3 July 2019

BRAMHAM PARISH COUNCIL

Payment Schedule July 2019

Cheque	Payee	Amount (excl. VAT)	VAT	Total
BACS	Pavilion – Steam Cleaner – paid 14 th June 2019			£79.99
BACS	Peter Conway – solar heating repairs – paid 1 st July 2019			£634.00
102138	Renovation of notice board – A. Ford			£50.00
102139	Renovation of notice board – J. Swales			£50.00
BACS	Julian Hall First Aid Services – 10K Run – paid 1 st July 2019			£150.00
BACS	Bramham Village Hall - Mum's and Tots – 12 sessions at £12			£144.00
BACS	Pavilion Expenses – Paper Cups	£47.44	£9.49	£56.93
BACS	Pearson & Ward Solicitors – Legal Advice regarding allotments	£350.00	£70.00	£420.00
BACS	Money from sale of Festival Tickets owed to the Community Fund			£15,785.00
102140	Caretaker – July 2019			£30.53
BACS	Cleaner – July 2019			£56.48
BACS	HMRC (£14.00 cleaner, £7.60 caretaker, £107.40 Clerk)			£129.00
BACS	Clerk – July 2019			£429.50
102141	Caretaker – August 2019			£30.53
BACS	Cleaner – August 2019			£70.50
BACS	HMRC (£17.60 cleaner, £7.60 caretaker, £107.40 Clerk)			£132.60
BACS	Clerk – August 2019			£429.50
Direct Debit	ID Mobile Limited – Mobile Telephone – paid 11 th June			£5.00
Direct Debit	NPower (Gas) - Pavilion - paid 3 rd June			£78.00
Direct Debit	British Gas – Pavilion (7 th March to 8 th May) – paid 3 rd June	£122.81	£6.14	£128.95
Direct Debit	British Gas – Pavilion (9 th May to 5 th June) – paid 25 th June	£53.54	£2.67	£56.21
Direct Debit	ID Mobile Limited – Mobile Telephone – paid 8 th July			£5.00

Linda Richards

Val Whitbread

Chair
3 July 2019

Bank Reconciliation Statement

Balance brought forward at 1 April 2019 £122,882.41

add receipts for 2019-20 £57,353.51

less payments for 2019-20 -£9,308.73

	Payments	Receipts
Apr	£2,897.40	£51,351.84
May	£2,632.49	£4,829.47
Jun	£3,778.84	£1,172.20
	£9,308.73	£57,353.51

Represented by **Parish Council accounts**

HSBC Community account - Current account	£32,305.98
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
	£170,927.19

Receipts - June 2019

31-May-19	Pavilion Booking (Jordan Walsh - personal trainer)	£30.00
01-Jun-19	Pavilion Booking (K. Smith - 10th August 2019)	£40.00
02-Jun-19	Pavilion Booking (K. Smith - 10th August 2019)	£50.00
01-Jun-19	Bramham Village Hall - rental of loft space	£10.00
05-Jun-19	Pavilion Booking (AE. Crowther - 18th August 2019)	£40.00
06-Jun-19	Pavilion Booking (Karen Linyard)	£40.00
07-Jun-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
07-Jun-19	Festival Ticket - full price	£215.00
07-Jun-19	Interest earned on Money Manager Account 31158333	£12.82
11-Jun-19	Pavilion Booking (D. Dennison - 4th August 2019)	£60.00
11-Jun-19	Donation for poo-bags for dispensers (Bramham Pooch Patrol)	£75.00
14-Jun-19	Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
16-Jun-19	Pavilion Booking (iZWiz Robotics)	£32.00
17-Jun-19	Donation in lieu of Emmerdale Farm being filmed in Bramham	£200.00
17-Jun-19	Saturday Kitchen	£105.38
17-Jun-19	Mums & Tots	£84.00
18-Jun-19	Pavilion Booking for 27th July (Nikki Lister, JBA Bentley)	
18-Jun-19	- £50 deposit and first installment	£100.00
21-Jun-19	Pavilion Booking (Jordan Walsh - personal trainer)	£30.00
		£1,172.20