

**MINUTES OF THE MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD ON
WEDNESDAY 6th FEBRUARY 2019 AT 7:30PM IN THE PAVILION**

11/2018

Present - Councillors Pete Dunn (Chair)
 David Hopps
 Helena Buck

June Halliday
Val Whitbread

Also present were Ward Councillors Alan Lamb and Norma Harrington, four residents and the Clerk.

PUBLIC SESSION

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

1. APOLOGIES – Cllr. Linda Richards.

2. VACANCIES ON THE PARISH COUNCIL – since the last meeting, Ian Dalton had resigned with immediate effect and the vacancy had been advertised in line with statutory requirements.

It was **resolved** to record a vote of thanks to Ian who had served as an active member of the Council for several years - proposed Cllr. Dunn & seconded Cllr. Whitbread, all were in favour.

Two residents had expressed an interest in the two vacancies and an extra-ordinary meeting had been called to meet with them. It was **resolved** that both be co-opted as Parish Councillors subject to no other expressions of interest before the statutory deadline - proposed Cllr. Dunn & seconded Cllr. Halliday, all were in favour.

3. DECLARATIONS OF PECUNIARY INTEREST – None

4. MINUTES OF THE PARISH COUNCIL MEETING

It was **resolved** that the minutes of the PC meeting held on 9th January 2019 be approved and that the Chair be authorised to sign, proposed Cllr. Whitbread & seconded Cllr. Hopps, all were in favour.

5. CRIME REPORT

There were no reported crimes in the Parish in January.

Cllr. Dunn proposed that agenda items 10 (Consultative Group), 8.1 and 8.5 be considered ahead of the Clerk's report, all were in favour.

6. CLERK'S REPORT (AND UPDATE OF ONGOING ISSUES PREVIOUSLY DISCUSSED).

Issues on the Action Tracker were considered, many of which were still ongoing or items otherwise on the agenda. In addition;

- Cllrs. Hopps, Richards and Dunn had met with representatives of Collingham Football Club on 12th January to address the concerns reported in the January minutes. Cllrs. Hopps and Whitbread would consider the issues raised in updating the agreement with the club. It was agreed to refund the club the £190 paid for pitch maintenance in the absence of any evidence that this had been done.
- Cllr. Halliday would contact Ian Dalton regarding arrangements for defibrillator training.
- The war memorial had been inspected by Leeds City Council (LCC) Bereavement Services and a report was awaited.

7. CORRESPONDENCE

A list of correspondence received since the last meeting was presented (items 361 to 370). The Clerk had contacted the Leeds City Council (LCC) Public Rights of Way Officer regarding an enquiry from a

Clifford resident concerned about the state of the footpath from near Oglethorpe Hall Farm onto Bar Lane (366).

8. OTHER ITEMS

8.1 Bramham in Bloom plans for 2019. It was **resolved** to suspend Standing Orders to allow the Bramham in Bloom Committee Chair, Ward Councillors. and residents to speak, proposed Cllr. Dunn & seconded Cllr. Halliday, all were in favour. The Chair of Bramham in Bloom presented their plans for 2019 and explained the key components and funding arrangements. The plans focussed on horticultural, environmental and community engagement aspects. Whilst the Yorkshire in Bloom Gold Award was a bonus, the main aim of the group is to work with the whole community to make the village beautiful for present and future generations. . In terms of funding, it was pointed out that the deadline for applications to the Community Fund was 14th February, and Cllr. Lamb offered to assist in exploring opportunities to apply for grants from LCC Parks and Countryside. The Senior Citizens' Shelter/Garden and Wildlife Area were key parish assets and it was recognised that communication and coordination of plans for their development and enhancement was important. The Committee were congratulated on their achievements to date and were invited to attend the July meeting of the Parish Council to review progress with their plans and links to other community projects. Standing orders were resumed.

8.2 Forthcoming Parish Council elections. Posters encouraging residents to put themselves forward for consideration as possible Parish Councillors would be put up at key locations in the village, on the website and in the magazine. There would be a drop-in session one Saturday morning which Cllrs. Dunn, Halliday and Hopps would man. The Clerk would book a place at one of the pre-nomination briefings to be held by Leeds City Council at the Town Hall on the 27th February and the 1st March 2019.

8.3 School Expansion and how to manage the consequences of this for village infrastructure. Cllrs. Dunn and Hopps would be attending a meeting with members of Clifford Parish Council on 20th February to consider a joint response to the school about future liaison arrangements and how to take forward a possible car parking scheme adjacent to the school,

8.4 Pavilion matters. Legionnaire's checks are ongoing. Cllrs. Hopps and Halliday would explore whether a local handyman could be engaged to repair two broken toilet seats. Volunteers are still needed for the 10K run. It was **resolved** to contribute up to £500 towards the cost of the 10K run - proposed Cllr. Hopps & seconded Cllr. Dunn, all were in favour. It was **resolved** that two scraper mats be bought - proposed Cllr. Halliday & seconded Cllr. Whitbread, all were in favour. It was agreed to extend the offer of a reduced hire charge to the personal trainer for a further three months.

8.5 Bramham Community Action Group (BCAG). It was **resolved** to suspend Standing Orders to allow the Chair of the BCAG to speak, proposed Cllr. Dunn & seconded Cllr. Halliday, all were in favour. The Chair of BCAG reported that the gala would be on 15th June. There were plans for a vintage vehicle and tractor show, a bouncy castle, a combine harvester, a big marquee and quite a few stalls. There had been consultation with the Pavilion Committee who had had no objections. . Arrangements for car parking were also considered. The outline plans for the gala, including use of the football pitch, were agreed.

Regarding Christmas Lights, four additional connections down Clifford Road were being considered giving a total of twelve motifs at £285 + VAT each. An application had been made to the Community Fund and the Housing department had been contacted. A competition for designs was being run with a closing date by the beginning of July. Ward Cllr. Lamb offered help in contacting Leeds Lights. Standing orders were resumed.

8.6 Intruder Alarm contact list. It was agreed to update the contact list for the Intruder Alarm at the Pavilion, Cllr. Hopps would go on the list replacing Marie Lynch.

8.7 Festival Ticket Allocation Day. This would be held in the Village Hall on 10th March. The Pavilion will be booked for the dates for ticket collection. The price of tickets and quantity was awaited.

8.8 Playground inspections. Following the resignation of James Pirie, the PC no longer has sight of playground inspection reports or the rota. It was agreed to review this in March when the vacancies on the PC are filled. Meanwhile the Clerk would obtain the most recent versions of the inspection form and the overall inspection procedure with a view to revising and updating these as necessary.

8.9 Annual Review of Documents. The Clerk would review Standing Orders, Financial Regulations and Code of Conduct. Risk Assessment and insurance cover would be considered as part of the next Finance Working Party meeting in March or April.

8.10 Application to the Community Fund – deadline 14th February. It was **resolved** that an application be made to the Community Fund for £2,400. This would pay for a football boot cleaner , improvements to the area just inside the entrance to the car park and improvements to the security of the compound at the back of the Pavilion - proposed Cllr. Whitbread & seconded Cllr. Halliday, all in favour.

8.11 Tenter Hill allotments. The urgent need to remove waste hazardous to Public Health was agreed by all but it was also noted that the original proposal didn't consider action against those responsible. An amendment to the proposal was considered and it was **resolved** to accept a quotation of £2,350 for removal of waste hazardous to Public Health and to approve suspension of Financial Regulations regarding getting three quotes due to the urgent need to protect the public and to note the tenant's failure to comply with requests to remove the waste and therefore instruct that legal advice is immediately taken with regard to potential eviction – proposed Cllr. Hopps, seconded Cllr. Halliday, all in favour.

8.12 Senior Citizen's Centre update. An update had been circulated ahead of the meeting. The Working Group had reviewed feedback from meetings with the LCC Senior Heritage & Conservation Officer and a local builder, together with the results of the consultation, the feasibility study, costings exercise and a Structural Engineer's Report from May 2014. . Three options had been considered, refurbishment, rebuild or do nothing. The Working Group (Cllrs. Buck, Dunn, Hopps, Richards and Whitbread), recommended demolishing the existing building and rebuilding using Structural Insulated Panels (SIPS) with external stone cladding and red pantiles to maintain the Shelter's historic appearance. It was **resolved** to agree in principle to the rebuilding and to move towards the appointment of a project manager - proposed Cllr. Buck & seconded Cllr. Dunn, all were in favour.

8.13 Neighbourhood Plan. It was **resolved** to approve £150 expenditure on hard copies of the Plan - proposed Cllr. Buck & seconded Cllr. Dunn, all were in favour.

8.14 To note that the PC has been awarded Dementia Friendly status. The PC had attended a dementia awareness training course on 30th January; as a result the PC is now recognised as a "Dementia Friendly Council". It was **resolved** to adopt the Dementia Friendly logo on official correspondence - proposed Cllr. Dunn & seconded Cllr. Hopps, all were in favour. Cllr. Dunn would contact other village groups with a view to similar training being offered to groups, businesses and interested residents as a first step in establishing a "dementia friendly community" in Bramham. He would also investigate the possibility of the Alzheimers' Society road show bus coming to the gala.

9. FINANCIAL MATTERS

9.1 Precept. The 2019-20 precept request had been submitted with a 2.3% increase on the 2018-19 level in line with Consumer Price Index as agreed at the January meeting, this being £25120.

9.2 Bank Reconciliation. The Bank Reconciliation had been circulated showing receipts totalling £1206.31 and payments totalling £1363.74.

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

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	s137
9.3.1	BACS	Playground Inspection Training Course – 20 th March			£80.00	
9.3.2	BACS	This is Bramham – domain renewal			£147.21	
9.3.3	102131	Caretaker – February 2018			£29.84	
9.3.4	BACS	Cleaner – February 2018			£82.60	
9.3.5	BACS	HMRC (£20.60 cleaner, £7.40 caretaker, £104.00 Clerk)			£132.00	
9.3.6	BACS	Clerk - Mileage			£12.53	
9.3.7	BACS	Clerk – February 2019			£416.55	
9.3.8	BACS	Neighbourhood Plan flyers			£70.00	
9.3.9	BACS	Yorkshire Water Authority – Pavilion			£47.55	
9.3.10	BACS	Tenter Hill Allotments –Clearance of asbestos etc.	£2,350.00			
9.3.11	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 9 th January			£7.38	
9.3.12	Direct Debit	NPower (Gas) - Pavilion - paid 2 nd January			£69.00	
9.3.13	Direct Debit	British Gas – Senior Citizen’s Centre- paid 30 th January	£209.40	£12.97	£222.37	

9.4 Five Year rent review. A local estate agent had quoted £145 + VAT per hour to value the land. It was noted that a former Councillor had resumed employment with an estate agent in Wetherby and it was suggested that he be approached. The Solicitors had found documentation relating to Windmill Gardens and the PC would seek recognition of its ownership of this land and take appropriate action.

9.5 To update the authorised list of signatories on the bank mandate following recent resignations. Following the resignation of Ian Dalton, it was noted that the authorised signatories on the bank mandate needed to be reviewed. It was decided to wait until after the 2019 elections before addressing this.

10. PLANNING MATTERS

Applications had been received for the following;

- 18/07921/FU/NE - Old Hall Cottage Back Lane - Two storey, first floor and single storey extension including glass roof over patio area to side/rear; gates to both vehicle accesses, alterations to existing wall and open porch to front
- 19/00061/TR - 5 Freely Fields - To prevent further damage as roots are damaging retaining fence on our property.
- 19/00190/TR - Old Hall Cottage, Back Lane - T1 Norway Spruce – Remove
- 19/00380/FU/NE - The Old Hall, Back Lane - Variation of condition 2 (approved plans) of approval 18/02840/FU to extend the link space to the new swimming pool from the existing cottages and to add a roof terrace to the extension

There was discussion regarding the open porch on the Old Hall Cottage application following which it was agreed that there were **no material objections**.

The Clerk had replied to the Freely Fields application using delegated authority objecting to the application due to lack of professional evidence that the tree needed to be felled.

There were **no objections** to the removal of the Norway Spruce at The Old Hall Cottage.

Earlier that day, a further application had been received regarding The Old Hall application The Clerk would write to the Planning Officer asking that the deadline for comments be extended so that both applications for the property could be considered together at the March meeting.

Regarding Bramham House planning conditions and the setting up of a Consultative Group, it was **resolved** to suspend Standing Orders to allow Ward Cllrs. to speak, proposed Cllr. Dunn & seconded Cllr. Whitbread, all were in favour. Cllr. Lamb indicated that approvals for the scheme had been delegated to the LCC Chief Planning Officer. Cllr. Lamb undertook to report back to the next meeting by which time the results of the referendum on the Neighbourhood Plan would be known, and approvals for the scheme may have been granted. In the meantime, the clerk would arrange a meeting with Ward Cllrs. as soon as the results of the referendum on the Neighbourhood Plan were known, in order to consider and clarify the position on the distribution of Section 106, Section 278 and Community Infrastructure Levy contributions generated from the scheme, and to discuss the constitution of the proposed Consultative Forum to be set up to help ensure developers fulfil the conditions associated with the scheme and respond to residents' concerns during the course of the development. Standing orders were resumed.

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

- Cllr. Halliday reported that the bottle banks had been full – she had contacted Leeds City Council to request that they be emptied.
- Cllr. Dunn requested that intentions regarding Windmill Gardens are considered at the March meeting

12. DATE OF NEXT MEETING:

Wednesday 6th March at the Sports Pavilion at 7:30pm.

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

Signed

Linda Richards
Chair
6 March 2019

BRAMHAM PARISH COUNCIL

Payment Schedule March 2019

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
BACS	Councillor's Expenses – Pavilion Lights			£13.98	
BACS	Neighbourhood Plan Referendum Flyers			£70.00	
BACS	Donation for preparation of and delivering the Annual Newsletter			£200.00	£200
BACS	External Auditor's Fee - PKF Littlejohn	£200.00	£40.00	£240.00	
BACS	Reimbursement of Collingham Juniors for pitch maintenance			£190.00	
BACS	Bramham.org.uk – domain renewal	£6.99	£1.40	£8.39	
BACS	Website hosting - Bramham.org.uk – 12 months	£107.88	£21.58	£129.46	
BACS	Add-on domain historicbramham.org.uk	£12.00	£2.40	£14.40	
BACS	Software purchase for historicbramham.org.uk			£16.00	
BACS	Scans for Bramham Parish Archive	£75.20	£15.04	£90.24	
BACS	Two toilet seat fittings – Handyhands4U			£50.00	
BACS	Deposit for medical support for 10k			£50.00	
BACS	Paper cups for Saturday Kitchen			£51.96	
BACS	Scraper mats			£43.96	
BACS	Neighbourhood Plan referendum posters			£12.00	
BACS	Two spare notice board keys			£12.65	
BACS	Elections 2019 briefing – mileage and car parking	£9.81	£0.50	£10.31	
BACS	A4 notepad for taking notes at meetings			£5.99	
102132	Caretaker – March 2019			£29.84	
BACS	Cleaner – March 2019			£103.20	
BACS	HMRC (£25.80 cleaner, £7.40 caretaker, £104.20 Clerk)			£137.40	
BACS	Clerk – March 2019			£416.35	
Direct Debit	ID Mobile Limited – Mobile Telephone – paid 11 th February			£7.34	
Direct Debit	NPower (Gas) - Pavilion - paid 1 st February			£69.00	
Direct Debit	British Gas – Pavilion- paid 1 st February	£143.95	£7.19	£151.14	
Direct Debit	British Gas – Pavilion- paid 22 nd February	£43.22	£2.16	£45.38	

Linda Richards

Val Whitbread

Chair
6 March 2019

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 28 February 2019

Bank Reconciliation Statement

			Payments	Receipts
		Apr	£2,009.22	£25,552.00
		May	£2,517.43	£3,838.49
Balance brought forward at 1 April 2018	£101,719.92	Jun	£3,809.33	£971.29
		Jul	£11,077.54	£3,509.92
add receipts for 2018-19	£57,821.52	Aug		
		Sep	£928.12	£1,483.06
less payments for 2018-19	-£35,337.56	Oct	£9,433.53	£13,282.62
		Nov	£1,370.93	£7,121.93
	£124,203.88	Dec	£1,022.60	£364.65
		Jan	£1,363.74	£1,206.31
		Feb	£1,805.12	£491.25
		Mar		
	£124,203.88		£35,337.56	£57,821.52

Represented by **Parish Council accounts**

HSBC Community account no 51051350 - Current account	£11,324.50
General reserve easy access account Money Manager Account no 31158333	£6,540.89
General reserves – Skipton BS account no 989386433	£34,190.32
Earmarked reserves - Land sale - Skipton BS 989386440	£72,148.17
	£124,203.88

Receipts - February 2019

04-Feb-19 Bramham Village Hall - rental of loft space	£10.00
01-Feb-19 Pavilion Booking (J. & F. Thyse - 4th May 2019)	£59.40
01-Feb-19 Pavilion Booking (Jordan Walsh - personal trainer)	£18.00
08-Feb-19 Pavilion Booking (Jordan Walsh - personal trainer)	£18.00
08-Feb-19 nPower	£111.00
11-Feb-19 Mums & Tots	£100.00
15-Feb-19 Pavilion Booking (Jordan Walsh - personal trainer)	£36.00
22-Feb-19 Pavilion Booking (Jordan Walsh - personal trainer)	£42.00
22-Feb-19 Five Star Sports - Pavilion Booking	£35.00
25-Feb-19 Saturday Kitchen	£61.85
TOTAL	£491.25

Summary of Payments**Total Cheques**

One cheque as listed on the February Payment Schedule (number 102131)	£29.84
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Total BACS payments

Eight BACS payments as listed on the February Payment Schedule	£988.44
Four BACS payments as listed on the March Payment Schedule	£513.98

Total Direct Debits

Four Direct Debits as listed on the March Agenda	£272.86
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TOTAL £1,805.12