

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

6/2019

Present	Linda Richards (Chair)		
Councillors	Belinda Heaton	June Halliday	Pete Dunn
	Helena Buck	Keith Innocent	Val Whitbread

Also present were Ward Cllrs. Alan Lamb and Norma Harrington, one resident and the Clerk.

PUBLIC SESSION

There were no issues raised during the public session.

1. APOLOGIES – Cllr. Corrigan.

2. VACANCY. It was **resolved** to co-opt Keith Innocent to fill the vacant position on the Parish Council, proposed Cllr. Richards, seconded Cllr. Halliday, all in favour.

3. DECLARATIONS OF PECUNIARY INTEREST. Cllrs. Dunn and Halliday regarding the Farfield House proposals.

4. MINUTES OF THE PARISH COUNCIL MEETING. It was **resolved** that the minutes of the Parish Council (PC) meeting held on 2nd October 2019 be approved and that the Chair be authorised to sign, proposed Cllr. Heaton & seconded Cllr. Whitbread, all were in favour.

5. CRIME REPORT

The crime report had been circulated showing two crimes in the Parish both of which involved access to the property being gained by snapping the lock following which car keys were stolen and used to steal the vehicle. The Police strongly recommend that residents keep their car keys well away from the entrance to their properties.

6. CORRESPONDENCE

A list of correspondence received since the last meeting was presented (items 471 to 480).

- 478 was a letter from a resident of Freely Lane regarding beech trees on the playing fields. Cllr. Richards agreed to draft a response.
- 479 was an invitation to the Parish Council to enter the Christmas Tree festival. Many Councillors were already entering this festival through other village organisations. It was **resolved** to decline the invitation with a polite refusal but to donate £10 in lieu of the entry fee, proposed Cllr. Whitbread, seconded Cllr. Halliday, all in favour.
- 481 (received after publication of the agenda) was the Crime Commissioner's November 2019 newsletter. It was noted that the window was now open for applications to the Safer Communities Fund with a deadline of 15th November. The school would be made aware.

7. OTHER ITEMS

7.1 Support of Bramham Community Action Group Christmas Lights. This agenda item was deferred.

7.2 Cutting of trees in the Wildlife Area. This agenda item was deferred pending further investigations.

7.3 Bramham Ball – Cllr. Whitbread had met on-site with a representative of the Bramham Ball Committee and a representative of the company who would be supplying the marquee and sought reassurances and gained an understanding of the proposals. Standing orders were suspended to allow

the representative of the Bramham Ball Committee to address the PC and answer questions including clarification about insurance cover and proposals for a tunnel to connect the marquee to the Pavilion. It was **resolved** to allow the sports field to be used in September 2020 for this event, proposed Cllr. Heaton, seconded Cllr. Richards, all in favour.

Cllr. Richards proposed that the Planning item be considered next.

7.4 War memorial. Cllr. Heaton had obtained three quotes for the work on the war memorial and had established that planning permission was not required. It was **resolved** to accept a quote in principle of £3,790, proposed Cllr. Dunn, seconded Cllr. Halliday, all in favour. It was **resolved** that this work be paid for out of PC reserves, proposed Cllr. Richards, seconded Cllr. Whitbread, all in favour. Cllr. Heaton would investigate whether there were any sources of grant funding which could be considered.

7.5 Neighbourhood Improvement Fund. It was agreed to extend the deadline for applications to 31st January 2020. Cllr. Dunn would liaise with the church magazine editor and the website administrator.

7.6 Website compliance. Quotes had been received for upgrading the website, one using the existing Squarespace platform (which will not be fully compliant) and one for carrying out a complete rebuild onto WordPress. It was suggested that a quote be obtained from the website developer who did the previous website and that the Clerk establish what a neighbouring parish were doing. It was noted that the new accessibility regulations affected all Parishes and that this would be an ideal agenda item for the next Outer North-East Forum.

7.7 Pavilion. The annual fire extinguisher check would be carried out on 8th November. The heating had been fixed and the same contractor would carry out the annual gas inspection. The shutter has now jammed. A quote was awaited for the five-year electrical inspection. It was **resolved** that emergency repairs to any asset of the PC could be carried out up to a value of £750 per repair subject to the agreement of the Chair (or vice Chair if the Chair was unavailable) and two other Parish Councillors and subject to the expenditure being reported at the next PC meeting for retrospective approval, proposed Cllr. Innocent, seconded Cllr. Halliday, all in favour. Proposals for bench storage and wall brackets would be considered next time.

7.8 Outer North-East Forum. Cllr. Richards had attended the Outer North-East Forum held in Alwoodley on 3rd October 2019 and gave a report. She noted that many of the issues in Bramham are shared by other parishes, in particular concerns about crime. Although always unpleasant for those affected, Bramham has a lower crime rate than many of the other villages in the Outer North-East area. Attempts were being made to re-establish PACT meetings.

7.9 Senior Citizen's Centre (SCC). As agreed at the October meeting, Thompson Architecture had been appointed to oversee the five-stage redevelopment of the SCC and they had supplied their conditions of engagement. The complete SCC project plan will be put to the Council at the next December meeting with costs for stages 1 and 2 and potential overall budgetary costs to be discussed. There would be an agenda item in December to agree the costs quoted and authorise the start of the works.

7.10 Wildlife Area. It was noted that the Wildlife Area agreement has been signed by the estates manager of Bramham Park Estate, this would now be forwarded to the Solicitors.

8. FINANCIAL MATTERS

8.1 Bank Reconciliation. The Bank Reconciliation had been circulated showing receipts totalling £546 and payments totalling £2,748.45.

8.2 Report of invoices and payments to be made for November. The Responsible Financial Officer presented the Payment Schedule as follows;

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	s137
8.2.1	BACS	Came and Company – Annual Insurance Premium			£1,805.00	
8.2.2	BACS	Donation to Bramham Parish News			£200.00	£200
8.2.3	BACS	Leeds City Council – grass cutting 2019	£2,364.70	£472.94	£2,837.64	
8.2.4	BACS	Leeds City Council – grass cutting 2018	£2,364.70	£472.94	£2,837.64	
8.2.5	BACS	Village Hall hire charges for Mums & Tots – 7 weeks			£84.00	
8.2.6	BACS	Expert Water Services – annual legionnaires checks	£60.00	£12.00	£72.00	
8.2.7	BACS	E-mail account renewal – R. Zimmerman	£35.88	£7.18	£43.06	
8.2.8	BACS	Business Stream – Pavilion Water Supply			£53.00	
8.2.9	102144	Caretaker – November 2019			£30.53	
8.2.10	BACS	Cleaner – November 2019			£84.52	
8.2.11	BACS	HMRC (£21.20 cleaner, £7.60 caretaker, £107.40 Clerk)			£136.20	
8.2.12	BACS	Clerk – November 2019			£429.50	
8.2.13	Direct Debit	NPower (Gas) - Pavilion - paid 1 st October			£78.00	
8.2.14	Direct Debit	British Gas – Pavilion (5 th September to 2 nd October) – paid 22 nd October	£56.03	£2.80	£58.83	
8.2.15	Direct Debit	British Gas – Pavilion (3 rd October to 9 th November) – paid 5 th November	£12.95	£0.64	£13.59	
8.2.16	Direct Debit	British Gas – SCC (12 th July to 8 th October) – paid 29 th October	£62.74	£3.13	£65.87	
8.2.17	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 10th October			£5.00	
8.2.18	BACS	Pavilion mobile telephone top up (£10.99) and keys (£11.20)			£22.19	

The RFO had transferred funds from the interest earning account into the cheque book account to support these payments.

8.3 Budget for 2020/21 and Controls Assurance. The Finance Working Party (FWP) would be further considering the budget for 2020/21 which would be presented to the December meeting.

Following a midyear review, concerns were expressed by Councillors Buck and Heaton as to the adequacy of certain financial controls. Councillors sought further clarity as to the precise nature and implications of these concerns before considering any necessary enhancements or changes to procedures.

The FWP would be reviewing whether, in terms of controls assurance, it might be helpful to extend the scope of Internal Audit in commissioning the 2020 exercise, and would report back to full Council at the December meeting. In the meantime, Councillor Heaton undertook to conduct a monthly review of transactions to provide Councillors with further assurance.

8.4 It was **resolved** to approve a payment of £200 to be made under section 137 of the 1972 Local Government Act for a contribution to the Church Magazine, proposed Cllr. Richards, seconded Cllr. Whitbread, all in favour.

9. PLANNING MATTERS

Applications had been received for the following;

- 19/06119/TR - Beech House, Freely Lane - T1 Beech - To remove the single largest branch that overhangs onto Lodge Gardens and draw in several over-extended branches to blend into the crown (approx 2m). This will balance the whole tree as some time ago a tree was removed from the other side of T1.
- 19/06425/FU/NE - 15 Croft Road - Single storey front extension

The Clerk had responded using delegated authority regarding the Beech House application. It was decided to raise **no objections** to the Croft House application.

Concern was expressed that the assurances sought by the PC to a previously considered application had not been forthcoming prior to Leeds City Council (LCC) granting planning permission. Standing orders were suspended to allow the Ward Councillors to comment. Ward Cllr. Lamb agreed to take this up with LCC Planning.

Bramham House. There were no new developments regarding Bramham House but it was noted that Yorkshire Water Authority were digging up sections of Freely Lane and had installed temporary traffic lights at the junction with Aberford Road. The development of Bramham House would result in similar work being done and concern was expressed that a more joined up approach could have avoided a repeat of the disruption caused (especially as Northern Gas would also need to carry out works). Ward Cllr. Lamb was concerned that work had begun without waiting for permission to be granted and would pursue this. Regarding Bramham House, Ward Cllr. Lamb reported that he had seen a draft version of the section 106 agreement.

Farfield House. Cllrs. Dunn and Richards and Ward Cllr. Lamb would be attending a meeting on 7th November with representatives of Farfield House to discuss the latest proposals and the associated responses.

Church Hill. Although assurances about safety of the Church Hill site had been given in the past by LCC building regulations, these assurances had been purely verbal; Ward Cllr. Lamb would press them to put these reassurances in writing.

10. ACTION TRACKER AND CLERK'S REPORT

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

- Ward Cllr. Lamb advised the PC that following the calling of a General Election, purdah rules now applied. This would affect the timing of installation of the Speed Indicator Device. He assured the PC that everything had been done apart from the final sign off.
- Consideration was still being given to the Feasibility Study regarding a car parking area for the school. This was an agenda item for the next meeting of Clifford PC following which, Cllr. Richards would speak to their Chair.
- Cllr. Whitbread was picking up the memorial plaque dedicated to Mick Wright on 7th November.
- It was **resolved** to accept a quote for repair to the playground wetpour of £284 + VAT, all in favour.
- Cllr. Halliday agreed to contact a trainer regarding defibrillator training.

11. MINOR ITEMS.

- Cllr. Halliday gave an update on Festival Finances as the PC is still holding monies due to Festival Republic from the sale of tickets. She is collecting a summary and all receipts will be given to the RFO to be retained in line with statutory requirements. The December PC meeting would consider options for a machine to process card payments.
- Cllr. Dunn reported on the success of the Dementia awareness events held in the Pavilion in September. He is hoping to have a couple more similar events next year and suggested roll out of Safe Places and Herbert Protocol.
- Cllr. Dunn reported that preparations were underway for the 2019 Christmas lunch and that flyers had been sent.
- LCC have contacted the Parish Council to ask if the Pavilion could be used as the Polling Station for Bramham on December 12. Concerns have been expressed regarding access and situation but negotiations are ongoing.

12. DATE OF NEXT MEETING:

Wednesday 11th December at the Sports Pavilion at 7:30 pm (the **second** Wednesday of the month).

There being no further business the meeting concluded at 10:25pm.