

**MINUTES OF THE ANNUAL MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL
HELD ON WEDNESDAY 8th MAY 2019 AT 7:30PM IN THE PAVILION**

1/2019

Present - Councillors Linda Richards (Chair)
Helena Buck
James Ingham
Pam Corrigan

Pete Dunn
Val Whitbread

Also present were PCSOs Sue Broadbent and Lou Crossland (part) and the Clerk.

1. TO ELECT THE CHAIR OF THE COUNCIL FOR THE ENSUING YEAR. Linda Richards was nominated for the position of Chair and she confirmed her willingness to be so considered, there being no other nominations, it was **resolved** that Linda Richards be Chair, proposed by Cllr. Whitbread, seconded by Cllr. Buck, all in favour. Cllr. Richards duly signed the Declaration of Acceptance of Office.

2. TO ELECT THE VICE CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR. Pete Dunn was nominated for the position of Vice-Chair and he confirmed his willingness to be so considered, there being no other nominations, it was **resolved** that Pete Dunn be Vice-Chair, proposed by Cllr. Richards, seconded by Cllr. Whitbread, all in favour.

3. TO APPOINT COUNCIL REPRESENTATIVES - it was **resolved** that Councillors take on the specific responsibilities listed below,

Planning and Environment Working Group
Senior Citizens' Centre Working Group
Pavilion Working Group
Leeds Festival Working Group
Finance Working Group
Employment Working Group
Playground/ Adult gym Monitoring Group
Tenter Hill Allotments Liaison Group
Yorkshire Local Council Association Representative
Archives
Champion for the Elderly and Dementia Awareness
Community Fund Liaison
Community Action Group Liaison
Outer North-East Forum
Bramham Primary School Liaison
Village Hall Liaison
Clifford Liaison

Pete Dunn, Belinda Heaton, James Ingham
Helena Buck, Pam Corrigan, Linda Richards
David Hopps, Val Whitbread, Pete Dunn
June Halliday, Clerk
Helena Buck, Pete Dunn, Belinda Heaton
Helena Buck, June Halliday, Linda Richards
Helena Buck, Pam Corrigan
Helena Buck, Linda Richards
Chair
Chair
Pete Dunn
Chair, Vice Chair
Linda Richards, Val Whitbread
Helena Buck, Clerk
David Hopps
Linda Richards, June Halliday
David Hopps

4. APOLOGIES – Cllrs. Halliday, Heaton and Hopps and the Ward Councillors.

It was **resolved** that the Crime Report be brought forward to be considered before item 5, proposed by Cllr. Whitbread, seconded by Cllr. Corrigan, all in favour.

5. DECLARATIONS OF PECUNIARY INTEREST – Cllr. Dunn regarding Farfield House.

6. MINUTES OF THE PARISH COUNCIL MEETING. It was **resolved** that the minutes of the Parish Council (PC) meeting held on 10th April 2019 be approved and that the Chair be authorised to sign, proposed Cllr. Whitbread & seconded Cllr. Dunn, all were in favour.

7. CRIME REPORT

There were two reported crimes in April including one of damage to the Pavilion (see item 10.6). Following recent vandalism, Farfield House is now a part of the Police's patrol plan. An article in the magazine would encourage residents to report crime. The other crime was a burglary where access to the property had been gained via the cat flap.

8. ACTION TRACKER AND CLERK'S REPORT

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

- Cllr. Dunn had drafted a reply to the school which Clifford PC would consider at their meeting the following Wednesday. Cllr. Richards had spoken to the Chair of Clifford PC and would be doing so again.
- The Clerk would send a draft wildlife area licence to Bramham Park Estate for consideration. The resident with gated access from his property onto the wildlife area has now put up a shed which restricts access by this means, another look at this would determine whether this constituted removal of this as access. A thank you letter would be written to Bramham in Bloom for their work in tidying this area following the tree cutting.
- Cllr. Dunn had e-mailed village organisations regarding becoming dementia friendly. Eight or nine residents had expressed interest and the school would be addressing this in an assembly. The website was considered as another way to encourage residents to register their interest.
- The Clerk would re-send details of Yorkshire Local Councils training courses.

9. CORRESPONDENCE

A list of correspondence received since the last meeting was presented (items 400 to 402).

10. OTHER ITEMS

10.1 Collingham Football Club. On 27th April, Cllrs. Richards and Whitbread had met with one of the coaches from Collingham Football Club. There had been discussion regarding the new agreement and regarding the gate at the back. It was proposed that Collingham pay £300 a season for their Sunday team and that the price for the Saturday team increases in line with the Retail Price Index. New goalposts were also discussed. The club finishes for the season on 18th May and will be re-seeding and filling and will reconfigure the pitches. They had been made aware of proposals to widen Freely Lane. One of their teams has moved to East Keswick.

10.2 Playground. It was noted that the Annual Playground Inspection had been completed, all risks were categorised as low or very low. Nevertheless, it was felt that these issues should not be left. Further information was needed regarding equipment manufacturers. Cllr. Corrigan would bring a suggested Maintenance Policy and Method Statement to the next meeting. It was noted that there was a bolt missing.

10.3 Funding for two Monday Club events. It was resolved that funding of up to £500 be given under Section 137 of the 1972 Local Government Act for two Monday Club events as part of the commitment to support an elderly/dementia friendly community in the village, proposed by Cllr. Dunn, seconded by Cllr. Richards, all in favour. These would be advertised in the magazine. These events would be advertised in the magazine and are likely to include a simple summer lunch for all the elderly people in Bramham and, if practicable, a day outing for elderly Monday Club members from the village.

10.4 Dog poo-bag dispensers. Cllr. Heaton would be taking delivery of these, it was noted that she had obtained these for £438 being considerably less than originally thought.

10.5 Formal registration of Windmill Gardens and five-year rent review.

- It was **resolved** to instruct the solicitors to go ahead with formal registration of Windmill Gardens as PC land, proposed by Cllr. Richards, seconded by Cllr. Dunn, all in favour. This was on the understanding that the Clerk would complete as much of the paperwork as possible in order to keep costs down, the solicitor having quoted between £650 and £800.
- It was **resolved** that the rental paid by the garage should increase to £230 per year as recommended following the valuation, proposed by Cllr. Richards seconded by Cllr. Whitbread, all in favour. It was **resolved** that this should increase in line with the retail price index every three years proposed by Cllr. Dunn, seconded by Cllr. Richards, all in favour.
- The valuation also recommended an increase in the annual rental paid by the brewery; Cllr. Ingham would visit the Red Lion public house to establish the likely impact such an increase would have and report back to the council for further consideration. The Clerk would establish rights of access.

10.6 Pavilion Matters

- It was reported that since the last PC meeting, considerable damage had been done to the Pavilion by one of the hirer's booking for a party. It was therefore **resolved** to adopt revised Pavilion hire Terms and Conditions and booking form proposed by Cllr. Whitbread, seconded by Cllr. Dunn, all in favour. A local contractor had repaired the patio door and replaced two internal doors. The security company had repaired damage to fire alarm panel. The hirer had been invoiced for the damage and had agreed to pay but had not done so. The Chair and the Police Community support Officer (PCSO) would contact the hirer to pursue this. It was **resolved** to pursue this through the small claims court if necessary, proposed by Cllr. Whitbread, seconded by Cllr. Dunn, all in favour. The Clerk would contact the insurance company. There was discussion regarding the amount of deposit requested. The Pavilion Working Group would consider suitable deposits for future requests for parties for adults.
- It was **resolved** to employ a local contractor to improve security to the compound by improvements to the gate, proposed by Cllr. Dunn, seconded by Cllr. Richards, all in favour.
- It was **resolved** to buy a set of aluminium non-foldable goalposts at £290, proposed by Cllr. Richards, seconded by Cllr. Corrigan, all in favour.
- The fencing has been done.
- It was **resolved** that a deep clean of the pavilion be carried out at about £60 (three hours work for two people), proposed by Cllr. Richards, seconded by Cllr. Whitbread, all in favour.
- Cllr. Ingham agreed to use his pressure cleaner to clean the patio.
- Marshalls were still needed for the 10K run (14th July, 10am), Cllrs. Corrigan and Richards volunteered.
- The Pavilion Working Group are considering having a barbeque in August and the Village Hall were willing to do the bar.
- It was **resolved** that a quote of £508 for security fobs be accepted, proposed Cllr. Richards & seconded Cllr. Buck, all were in favour.
- It was resolved that the repair of the solar panel heating be carried out at £319, proposed by Cllr. Richards, seconded by Cllr. Dunn, all in favour.
- A signed copy of the 2019 agreement with Five Star Sports had been received.
- Cllr. Whitbread thanked everyone involved in running the Pavilion.

10.7 Cutting trees in the wildlife area. Bramham Park estate had offered to pay for cutting further trees in the wildlife area. A resident had approached Bramham Park and advice had been sought from LCC tree Officer. It was **resolved** to get a quote and to take up this offer proposed by Cllr.

Richards, seconded by Cllr. Whitbread, all in favour. The Clerk would liaise with Leeds City Council's tree officer, Bramham Park estate and the resident whose property the trees back onto.

10.8 Health and Safety Policy. A suggested Health and Safety Policy had been circulated. It was **resolved** that this be adopted subject to changes suggested by Cllr. Buck, proposed by Cllr. Dunn, seconded by Cllr. Corrigan , all in favour.

10.9 Code of Conduct. Cllr. Buck had attended Leeds City Council (LCC) training on Code of Conduct and Disclosure of pecuniary interest. Cllr. Dunn felt strongly that Councillors should declare relevant personal as well as pecuniary interests where appropriate. Following discussion, it was **resolved** to adopt the LCC revised Code of Conduct on the understanding that Councillors recognised that other interests including memberships of/affiliations to organisations should also be declared where relevant and appropriate, proposed Cllr. Whitbread & seconded Cllr. Dunn, all were in favour.

10.10 Senior Citizen's Centre. A meeting of the Senior Citizen's Centre working group would follow the PC meeting to consider the next steps in appointment of a project manager. Ten applications had been received.

10.11 Tenterhill Allotments. The annual rent of £400 had been received by the PC. The Allotment Association were holding their Annual General meeting. A new set of tenants had taken a plot. Tenants included two from Rufforth. A skip had been used to clear the rubbish and new fencing between the allotments and the adjoining field was being erected.

11. FINANCIAL MATTERS

11.1 Bank Reconciliation. The Bank Reconciliation had been circulated showing receipts totalling £51,351.84 and payments totalling £2,897.40. The level of reserves was noted, the sale of land and restrictions on how this could be spent meant that the funds available for ongoing costs was considerably less than the bank balances suggested.

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

Minute Reference	Cheque	Payee	Amount (excl. VAT)	VAT	Total	£137
11.2.1	BACS	Car parking bollards - Greenguard			£650.00	
11.2.2	BACS	Fitting of boarding to post and rail fence at rear of Pavilion			£280.00	
11.2.3	BACS	Yorkshire Water Authority - Pavilion			£35.05	
11.2.4	BACS	Annual Playground Inspection - Play Inspection Company Ltd	£65.00	£13.00	£78.00	
11.2.5	BACS	ESS Security – repair of damage to two call points	£90.00	£18.00	£108.00	
11.2.6	BACS	Clerk's Expenses – Recorded delivery letter			£1.77	
11.2.7	BACS	Food hygiene certificate			£11.99	
11.2.8	BACS	Pavilion phone top up			£10.00	
11.2.9	BACS	loo rolls for pavilion			£4.80	
11.2.10	BACS	Outdoor rubber doormats			£27.96	
11.2.11	BACS	Internal Auditor – P. Harrison			£171.30	
11.2.12	102135	Renovation of Parish Council notice board	£128.57	£17.71	£146.28	
11.2.13	102134	Caretaker – May 2019			£31.22	
11.2.14	BACS	Cleaner – May 2019			£86.60	
11.2.15	BACS	HMRC (£21.60 cleaner, £7.80 caretaker, £107.20 Clerk)			£136.60	
11.2.16	BACS	Clerk – May 2019			£429.70	
11.2.17	Direct Debit	ID Mobile Limited – Mobile Telephone – paid 10 th April			£5.00	
11.2.18	Direct Debit	NPower (Gas) - Pavilion - paid 1 st April			£78.00	
11.2.19	Direct Debit	British Gas – Senior Citizen's Centre – to be paid 10 th May	£292.97	£14.64	£307.61	

11.3 To note the report and recommendations of the Internal Auditor. A copy of the Internal Auditor's report had been circulated and its contents noted. There had been comments

regarding the value of the precept not being minuted, the need to ensure all cash book transactions be supported by hard copies, the attribution of the sale of land on the income and expenses spreadsheet and recommendation to review the level of Councillor involvement on the Pavilion Committee. The auditor's recommendation to review the Pavilion management structure has been noted and addressed.

11.4a. Formal approval of the 2018/19 Annual Governance Statement (AGAR 2018/19 Part 3). It was **resolved** that the Annual Governance Statement, having previously been circulated be approved, proposed by Cllr. Richards, seconded by Cllr. Dunn, all in favour.

11.4b. Formal approval of Accounting Statements 2018/19. It was **resolved** that the Accounting Statements 2018/19, having previously been circulated be approved, proposed by Cllr. Richards, seconded by Cllr. Corrigan, all in favour.

11.5 Proposal to review and update current arrangements for bank signatories. Cllr Richards stated that the current list of authorised signatories required updating. New signatories needed to be added to the bank mandates and Parish Councillors who had resigned should be removed. Cllrs Corrigan and Ingham offered to be new signatories to the PC accounts, Cllrs Richards and Whitbread would remain as signatories, Cllrs Dalton and Race had resigned from the PC and should be removed. **It was resolved** that Cllr Corrigan and Cllr Ingham should become authorised signatories for Bramham cum Oglethorpe PC bank accounts, approved by all. The Clerk to progress the process for updating the PC Mandates.

9. PLANNING MATTERS

Applications had been received for the following;

- 19/02610/TR - 4 Freely Fields - T1 Sycamore - Located at the back of the property. Prune and reduce the spread of lateral branching by 2-2.5 metre to reduce the branch weight and leverage
- 19/02062/FU/NE - 1 Croft View Front Street - Change of use from hair dressing salon to residential property
- 19/02480/FU/NE - 12 Lyndon Close - Single storey rear extension
- 19/02691/TR - Bowcliffe Hall - T66 Oak - Tear cut to be significantly shortened by 2-4m, T108 Beech - Removal of past stub, cut limbs, T89 Sycamore - Remove damaged stem at union due to squirrel damage.
- APP/N4720/W/18/3210467 - Farfield House - appeal against the refusal of Demolition of dwelling and outbuildings and replacement with four dwellings, with layout, access and servicing on land off Wetherby Road.
- 19/02703/TR - The Coach House Bowcliffe Hall - T1 Oak - Lateral limb extending 10m to the south to be shortened significantly 2-4m with the aim of reducing weight and leverage from part of the stem subject to decay to improve the form of the tree overall. T2 Beech - Removal of 2 stub cut limbs in lower canopy. T3 Sycamore - Remove damaged stem at union.

There were **no objections** to the proposed tree work on Freely Fields.

Regret was expressed at the loss of the hair dressing salon – this being an important village asset.

Regarding the Lyndon Close application, it was felt that although the proposed extension was largely using the footprint of the conservatory, there were grounds for objection due to material considerations noting that the type of stone being used should be in keeping with the surrounding area.

A meeting with representatives of Bowcliffe Hall is planned for 17th May and it was felt inappropriate to comment on their two applications for works to protected trees until after the meeting. The Clerk would contact Ward Councillor Lamb for more details regarding this meeting.

It was **resolved** to allow Cllr. Dunn to speak about the Farfield House application. An on-site meeting had taken place on 29th April with the applicant and his agent and Cllrs. Dunn, Halliday and Richards. The applicant is proposing a revised application using the footprint of existing buildings to build three terraces and a semi-detached and a bungalow plus car parking and an improved boundary. As far as

possible, existing stone would be re-used. The above appeal against refusal of the previous application is therefore confusing. Cllr. Dunn had e-mailed Ward Cllr. Lamb about this. The Clerk would contact planners to seek clarification.

There had been no further communications regarding Bramham House since the previous PC meeting. Cllr. Richards would contact ward Councillor Lamb for an update and the Clerk would check the LCC planning portal.

Cllr. Richards would chase Ward Councillors for an update regarding the Church Hill site.

LCC are trying to encourage comments regarding planning applications to be made using their Public Access website. It was decided to see how other statutory consultees respond and to respond to planning applications in like manner.

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

- The PC expressed sadness at the passing of Mavis Wilson and noted how much she did for the village; commiserations were expressed to her family.
- The British Red Cross are offering free two-hour sessions for adults who are or are in contact with adults over 65. The Clerk will contact them to take this forward.
- Cllr. Richards will contact the Church Magazine editor to get the list of Councillors updated.

14. DATE OF NEXT MEETING:

Wednesday 5 June at the Pavilion at 7:30pm.

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

Signed

Linda Richards
Chair
5 June 2019

BRAMHAM PARISH COUNCIL

Payment Schedule June 2019

Cheque	Payee	Amount (excl. VAT)	VAT	Total	s.137
BACS	Pavilion Booking Refund – paid 21 st May 2019			£30.00	
BACS	Goalposts	£241.66	£48.33	£289.99	
BACS	Repair of damages to Pavilion			£360.00	
BACS	Greenguard – removal of brambles and weeds near car park			£60.00	*
BACS	Level 2 City and Guilds Food Safety Course – Cllr. Richards	£12.00	£2.40	£14.40	
BACS	Dispensers of bags for dog walkers			£438.00	
BACS	Bramham In Bloom – donation in lieu of SCC garden work			£400.00	£400
102136	Caretaker – June 2019			£30.53	
102137	Pavilion Planters – medium, large and compost	£216.30	£43.26	£259.56	
102137	Compost and plants for the Planters - Langlands	£84.92	£16.98	£101.90	
BACS	ESS Security - Annual Fee for Fire Alarm System	£160.00	£32.00	£192.00	
BACS	ESS Security - Annual Fee for Dual ATS Alarm System	£255.00	£51.00	£306.00	
BACS	Annual Renewal of Norton anti-virus software	£70.82	£14.17	£84.99	
BACS	Yorkshire Local Councils Associations – New Councillor Training			£115.00	
BACS	Cleaner – June 2019			£155.02	
BACS	HMRC (£26.40 cleaner, £7.60 caretaker, £107.40 Clerk)			£153.80	
BACS	Clerk – June 2019			£429.50	
Direct Debit	ID Mobile Limited – Mobile Telephone – paid 10 th May			£7.21	
Direct Debit	NPower (Gas) - Pavilion - paid 1 st May			£78.00	

* Note: Due to a previous overpayment with this contractor, this amount will be deducted from the credit balance

Linda Richards

Val Whitbread

Chair

5 June 2019

BRAMHAM cum OGLETHORPE PARISH COUNCIL

as at 30 May 2019

Bank Reconciliation Statement

			Payments	Receipts
		Apr	£2,897.40	£51,351.84
		May	£2,632.49	£4,829.47
Balance brought forward at 1 April 2019	£122,882.41	Jun		
		Jul		
add receipts for 2019-20	£56,181.31	Aug		
		Sep		
less payments for 2019-20	-£5,529.89	Oct		
		Nov		
	£173,533.83	Dec		
		Jan		
		Feb		
		Mar		
	£173,533.83		£5,529.89	£56,181.31

Represented by **Parish Council accounts**

HSBC Community account no 51051350 - Current account	£34,925.44
General reserve easy access account Money Manager Account no 31158333	£32,269.90
General reserves – Skipton BS account no 989386433	£34,190.32
Earmarked reserves - Land sale - Skipton BS 989386440	£72,148.17
	£173,533.83

Receipts - April 2019

01-May-19 Pavilion Booking (iZWIZ Robotics)	£48.00
02-May-19 Bramham Village Hall - rental of loft space	£10.00
03-May-19 Pavilion Booking (Jordan Walsh - personal trainer)	£18.00
03-May-19 Mums & Tots	£80.00
10-May-19 Pavilion Booking (Wetherby Scouts - 22nd May 2019)	£16.00
11-May-19 Pavilion Booking (Jordan Walsh - personal trainer)	£30.00
13-May-19 Festival Ticket - full price	£215.00
13-May-19 Festival Tickets - balance from sale of tickets by credit/debit card	£343.16
13-May-19 Payment for damage to the Pavilion following the booking of 13th April	£400.00
14-May-19 Pavilion Booking (Bob Jarvis - 16th May 2019)	£24.00
15-May-19 Pavilion Booking (Joanna Bayton-Smith, School Leavers Party - 19th July 2019)	£20.00
16-May-19 Pavilion Booking (Catherine Noble - 6th July 2019)	£20.00
17-May-19 Pavilion Booking (Jordan Walsh - personal trainer)	£30.00
17-May-19 Festival Ticket - two reduced price	£180.00
17-May-19 Festival Ticket - one reduced price	£90.00
17-May-19 Yorkshire Water Authority - compensation for loss of supply	£125.00
17-May-19 Allotments - Annual Rent	£400.00
20-May-19 Frendeal Limited - Pinfold Rent	£230.00
20-May-19 Saturday kitchen	£238.41
22-May-19 Mums & Tots	£70.85
23-May-19 Pavilion Booking (Bryony Hudson, Bramham Pooch Patrol - 7th July 2019)	£30.00
24-May-19 Pavilion Booking (Jordan Walsh - personal trainer)	£24.00
24-May-19 HMRC - VAT refund	£2,187.05
TOTAL	£4,829.47

Summary of Payments**Total Cheques**

Two cheques as listed on the May Payment Schedule (number 102134-135)	£177.50
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Total BACS payments

Eleven BACS payments as listed on the May Payment Schedule	£2,032.17
One BACS payment as listed on the June Payment Schedule	£30.00

Total Direct Debits

Two Direct Debits as listed on the June Payment Schedule	£85.21
One Direct Debit as listed on the May Payment Schedule	£307.61
TOTAL	£2,632.49