

**MINUTES OF THE MEETING OF BRAMHAM CUM OGLETHORPE PARISH COUNCIL HELD ON  
WEDNESDAY 9<sup>th</sup> JANUARY 2019 AT 7:30PM IN THE PAVILION**

**9/2018**

**Present** - Councillors    Linda Richards (Chair)  
                                     David Hopps  
                                     Helena Buck  
                                     Ian Dalton

Pete Dunn  
Val Whitbread

Also present were Ward Councillor Gerald Wilkinson, three residents and the Clerk.

**PUBLIC SESSION**

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

**1. APOLOGIES – Cllr. June Halliday.**

It was noted that James Pirie had resigned as a Councillor and that the vacancy had been advertised. The PC can consider filling this vacancy by co-option should there be insufficient electors requesting an election by the 16<sup>th</sup> January deadline. There had been two expressions of interest. Action would be taken to ensure that records of playground inspections were being logged with the PC.

**2. DECLARATIONS OF PECUNIARY INTEREST – Cllr. Hopps regarding item 9, in particular reacting to the land to the rear of the Barn House.**

**3. MINUTES OF THE PARISH COUNCIL MEETING**

There was one correction to the listed items of correspondence as follows;

It was **resolved** that the line about correspondence item 353 be amended as below - proposed Cllr. Richards & seconded Cllr. Hopps, all were in favour.

- Concerns about car parking along Freely Lane and that the provision of additional car park space had not resolved the problem. In particular, the complainant posited that the Council had failed to acknowledge its responsibility for allowing use of the playing field facility by an organisation from outside Bramham, without proper regard to its impact. The council strenuously refuted the implication that it had not made any attempt to manage Collingham FC's use of the facilities under the terms of the agreement it has with the club. (353)

It was **resolved** that subject to the amendment above, the minutes of the PC meeting held on 12<sup>th</sup> December 2018 be approved and that the Chair be authorised to sign the minutes once the correction had been made, proposed Cllr. Dunn & seconded Cllr. Whitbread, all were in favour.

**4. CRIME REPORT**

The crime report was received noting three crimes in the Parish in December including two of *Burglary Residential* being on Aberford Road on the 19<sup>th</sup> and Milnthorpe Lane on the 28<sup>th</sup>. Both burglary attempts had been unsuccessful. The third crime was of *Theft* on Clifford Road, the Perspex windows of a bus shelter had been removed and the metal strips stolen. Cllr. Dunn would check the current status of the bus shelter to ensure that West Yorkshire Combined Authority had addressed the repair within their stated service level agreement.

**5. 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.

**6. CORRESPONDENCE**

A list of correspondence received since the last meeting was presented (items 355 to 360). Other correspondence received since publication of the agenda was also considered, in particular a follow up to item 353 suggesting that the draft minutes do not accurately reflect the query being raised (see correction above) and expressing additional concerns about start times, cones not being put away and other related matters. A reply was being prepared.

## **7. OTHER ITEMS**

**7.1 Forthcoming Parish Council elections** – all councillors come to the end of their term of office this year and there will be elections on 2<sup>nd</sup> May. Applications for those seeking to be a Parish Councillor must be submitted between 25<sup>th</sup> March and 3<sup>rd</sup> April. Applications have to be hand delivered and need a proposer and seconder. There will only be an election if there are ten or more candidates, otherwise all applicants will be elected unopposed. It was felt that the election should be publicised and residents be encouraged to put themselves forward as Councillors. Template posters are available on the member's section of the Yorkshire Local Councils Associations (YLCA) website. The clerk agreed to draft a poster. Cllr. Dunn suggested hosting a few open sessions for potential candidates on Saturday mornings at the Pavilion. The next meeting would consider this further.

**7.2 School Expansion & Liaison** – it was noted that the school roll had increased from 69 to 146 pupils over the last 5 years, which had created traffic management and parking issues in both Bramham and Clifford parishes. It was felt that closer liaison was required with the Bramham and Shadwell Schools Federation, their Board of Governors and Leeds City Council about the impact of school plans and projections in order to better manage the consequences for village infrastructure. Cllr. Dunn would draft a letter and Cllr Hopps would raise the matter with Clifford PC. It was **resolved** to pursue an offer by LCC Highways of a Speed Indicator (SID) device to be located near the school, proposed Cllr. Dalton & seconded Cllr. Hopps, all were in favour.

**7.3 Dispensations regarding Declarations of Pecuniary Interest (DPI)** – it was **resolved** to accept the guidelines for giving dispensations regarding DPI as stated in the National Association of Local Councils (NALC) Legal Topic Note 80, proposed Cllr. Dunn & seconded Cllr. Whitbread, all were in favour.

**7.4 Adoption of Website, Social Media and use of email Policy** – it was **resolved** to adopt the draft policy as circulated the previous month, proposed Cllr. Richards & seconded Cllr. Dalton, there was one abstention. There was a suggestion of posting on We Are Bramham; Cllr. Whitbread would retrieve a copy from four years earlier.

**7.5 Neighbourhood Plan** – the referendum will be on 14<sup>th</sup> February. It was **resolved** to set a budget of up to £300 for leaflets and posters encouraging residents to vote, proposed Cllr. Richards & seconded Cllr. Dunn, all were in favour. The Steering Group would be made aware at their next meeting on 10<sup>th</sup> January 2019.

**7.6 Pavilion - Legionnaire's checks and other updates** – Legionnaire's checks are up to date. Cllr. Dunn proposed a vote of thanks to all the Pavilion Committee, seconded by Cllr. Dalton, all in favour. Concern had been expressed that Collingham Junior Football Club had marked out a pitch outside the area specified in the terms of their agreement and that pitch markings were excessively wide. Cllr. Hopps would contact one of their coaches to arrange a meeting to discuss these issues on Saturday 12<sup>th</sup> January, Cllrs. Dunn, Hopps and Richards would represent the PC. The personal trainer has had two sessions to date. There was discussion about having a wildflower area at the entrance to the car park at an estimated cost of £3,000. It was noted that wildflower areas need a lot of maintenance and it was felt that alternatives should be considered. It was hoped that the bollards would be installed by the end of January. Cllr. Whitbread has not had any replies to her telephone calls regarding the solar panel heating repair.

**7.7 Noise levels - A1(M)** – on 20<sup>th</sup> December, Cllrs. Dunn and Richards had met representatives of Highways England (HE) at the Bramham Motorway compound to discuss this issue. The HE representatives explained that HE manages the impact of noise generated from the A1(M) in Noise Important Areas like Bramham and indicated that the noise mitigation provided by the 2010 scheme was in line with the predicated Traffic Flows, and as such HE will not, at this point, be looking to provide any further noise mitigation beyond that already provided. Lanes one and two of the motorway had been treated in 2017, but there were no plans for further noise mitigation measures at the exposed north side of the village. The Department for Environment, Food and Rural Affairs (DEFRA) manages noise mapping so Cllr Dunn undertook to pursue the question of ongoing noise monitoring with DEFRA.

**7.8 Planning for Senior Citizens Shelter upgrade** – there had been no further progress on this since the last meeting.

**7.9 Tenter Hill Allotments** – it was noted that there was an urgent need to clear hazardous material from a section of the site. All necessary steps would be taken to comply with Health & Safety legislation. Costs would be met using the Clerk's delegated authority as necessary with steps then being taken to gain recompense from those responsible.

## 8. FINANCIAL MATTERS

**8.1 Bank Reconciliation** – the Bank Reconciliation had been circulated showing receipts totalling £364.65 and payments totalling £1022.60.

**8.2 Report of invoices and payments to be made for January** – The Responsible Financial Officer (RFO) presented the Payment Schedule as follows;

| Minute Reference | Cheque       | Payee                                                                 | Amount (excl. VAT) | VAT    | Total   | £137 |
|------------------|--------------|-----------------------------------------------------------------------|--------------------|--------|---------|------|
| 8.2.1            | BACS         | Employee Gifts                                                        |                    |        | £56.00  |      |
| 8.2.2            | 102129       | Caretaker – January 2018                                              |                    |        | £29.84  |      |
| 8.2.3            | BACS         | Cleaner – January 2018                                                |                    |        | £82.40  |      |
| 8.2.4            | BACS         | HMRC (£20.80 cleaner, £7.40 caretaker, £104.20 Clerk)                 |                    |        | £132.40 |      |
| 8.2.5            | BACS         | Clerk – January 2019                                                  |                    |        | £416.35 |      |
| 8.2.6            | BACS         | Bramham Village Hall - Mum's and Tots – 10 sessions at £12            |                    |        | £120.00 |      |
| 8.2.7            | BACS         | Neighbourhood Plan – Amendments and Creation of new .pdfs             | £180.00            | £36.00 | £216.00 |      |
| 8.2.8            | Direct Debit | ID Mobile Limited – Mobile Telephone – paid 12 <sup>th</sup> December |                    |        | £9.39   |      |
| 8.2.9            | Direct Debit | NPower - Pavilion – Final - paid 4 <sup>th</sup> December             |                    |        | £96.24  |      |
| 8.2.10           | Direct Debit | NPower (Gas) - Pavilion - paid 3 <sup>rd</sup> December               |                    |        | £69.00  |      |

**8.3 Precept for 2019/20** – it was **resolved** to increase the precept in line with the Consumer Price Index (CPI) – currently 2.3%, proposed Cllr. Buck & seconded Cllr. Dunn, all were in favour.

**8.4 Five Year rent review** – the Clerk has been pursuing this having taken advice from the YLCA and having contacted the Valuation Office Agency. The Clerk is now contacting recommended land surveyors and replies are awaited. Rent is no longer collected for the Windmill Gardens plot, the Solicitors had been asked to check their records for any documents they may hold. Their reply would inform the PC whether to pursue other avenues of enquiry.

**8.5 Q3 variance report** – the RFO had circulated the Q3 report to members of the Finance Working Party and circulation to the full PC would follow. The key variance was income due to the sale of the Almshouse Hill plot.

## 9. PLANNING MATTERS

Applications had been received for the following;

- 18/07755/FU/NE – The Orchards, Clifford Road - Replacement of existing windows to rear elevation and Porch, including garage
- APP/N4720/W/18/3217948 - Land To The Rear Of The Barn House, High Street - Construction of one bungalow

It was **resolved** that the materials used for the proposed work to be carried out at **The Orchards** should be in keeping with the conservation area and consistent with the position taken in respect of similar applications, proposed Cllr. Richards & seconded Cllr. Dalton, all were in favour.

Due to a pecuniary interest, Cllr. Hopps left the room while the meeting discussed the appeal against refusal regarding the land to the rear of the **Barn House**. It was **resolved** that the PC would respond re-stating its previous position and supporting the position of the Leeds City Council Conservation Team which had strong objections to this proposal, proposed Cllr. Dalton & seconded Cllr. Whitbread, all were in favour.

The Plans Panel decision regarding **Bramham House** was noted. It was felt that this was as good an outcome as could have been expected and Ward Cllrs. Harrington and Lamb were thanked for their support. It was agreed to provide an update in the parish magazine to inform residents of the latest position. The clerk would send a letter to Ward Councillors to request a meeting as soon as possible to secure clarity around section 106 and Community Infrastructure Levy contributions for the parish, and to make arrangements for a consultative group to be set up in advance of the developer starting work.

The inspector's report regarding the Site Allocations Plan had been published. Ward Cllr Wilkinson confirmed that the **Farfield House** site has now been taken out of the Leeds Site Allocation Plan and remains Green Belt so this rules out any development on the site.

The PC had submitted its objection to the **Milnthorpe Cottage** planning application following the December meeting and this is now awaiting Planner's decision.

Cllr. Whitbread has continued to pursue Planning Compliance regarding the **Church Hill** site. They feel that there is no current breach of Planning law and have suggested that as this is just a Health and Safety issue, that any further action must be pursued with the Health and Safety Executive. After standing orders were suspended, Ward Cllr. Wilkinson advised that the remit of the Planning Compliance team includes Health and Safety matters and not just breaches of Planning and that they should be pursuing this.

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

- A Clifford resident had e-mailed the PC to express concern that the entrance to a public right of way (PROW) starting at Bar Lane had been blocked. The PROW officer for LCC had been made aware.
- There had been a successful 2018 Christmas lunch with twelve guests attending. The Parish Council thanked all those who were involved in making this event happen.
- The group campaigning for improved public transport connectively between Tadcaster & York and Bramham and neighbouring villages were seeking confirmation that the Parish Councils of these communities still supported their aim. The Clerk would submit a suggested reply to the Chair for consideration following which an agreed response would be sent.

## **11. DATE OF NEXT MEETING:**

Wednesday 6<sup>th</sup> February at the Sports Pavilion at 7:30pm.

There being no further business the meeting concluded at 10:20pm.

Signed

Pete Dunn  
Vice-Chair  
6 February 2019

## BRAMHAM PARISH COUNCIL

### Payment Schedule February 2019

| Cheque       | Payee                                                                | Amount<br>(excl. VAT) | VAT    | Total   | s.137 |
|--------------|----------------------------------------------------------------------|-----------------------|--------|---------|-------|
| BACS         | Playground Inspection Training Course – 20 <sup>th</sup> March       |                       |        | £80.00  |       |
| BACS         | This is Bramham – domain renewal \$192.00                            |                       |        | £147.21 |       |
| 102131       | Caretaker – February 2018                                            |                       |        | £29.84  |       |
| BACS         | Cleaner – February 2018                                              |                       |        | £82.60  |       |
| BACS         | HMRC (£20.60 cleaner, £7.40 caretaker, £104.00 Clerk)                |                       |        | £132.00 |       |
| BACS         | Clerk - Mileage                                                      |                       |        | £12.53  |       |
| BACS         | Clerk – February 2019                                                |                       |        | £416.55 |       |
| BACS         | Neighbourhood Plan flyers                                            |                       |        | £70.00  |       |
| BACS         | Yorkshire Water Authority – Pavilion                                 |                       |        | £47.55  |       |
| BACS         | Tenter Hill Allotments –Clearance of asbestos etc.                   | £2,350.00             |        |         |       |
| Direct Debit | ID Mobile Limited – Mobile Telephone – paid 9 <sup>th</sup> January  |                       |        | £7.38   |       |
| Direct Debit | NPower (Gas) - Pavilion - paid 2 <sup>nd</sup> January               |                       |        | £69.00  |       |
| Direct Debit | British Gas – Senior Citizen’s Centre- paid 30 <sup>th</sup> January | £209.40               | £12.97 | £222.37 |       |

Linda Richards

Val Whitbread

Chair

6 February 2019

**BRAMHAM cum OGLETHORPE PARISH COUNCIL**

as at 31 January 2019

**Bank Reconciliation Statement**

|                                         |                    |     | <b>Payments</b>   | <b>Receipts</b>   |
|-----------------------------------------|--------------------|-----|-------------------|-------------------|
|                                         |                    | 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                | £57,330.27         | Aug |                   |                   |
|                                         |                    | Sep | £928.12           | £1,483.06         |
| less payments for 2018-19               | -£33,532.44        | Oct | £9,433.53         | £13,282.62        |
|                                         |                    | Nov | £1,370.93         | £7,121.93         |
|                                         | <b>£125,517.75</b> | Dec | £1,022.60         | £364.65           |
|                                         |                    | Jan | £1,363.74         | £1,206.31         |
|                                         |                    | Feb |                   |                   |
|                                         |                    | Mar |                   |                   |
|                                         | <b>£125,517.75</b> |     | <b>£33,532.44</b> | <b>£57,330.27</b> |

Represented by **Parish Council accounts**

|                                                                       |                    |
|-----------------------------------------------------------------------|--------------------|
| HSBC Community account no 51051350 - Current account                  | £12,638.37         |
| 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         |
|                                                                       | <b>£125,517.75</b> |

**Receipts - January 2019**

|                                                                  |                  |
|------------------------------------------------------------------|------------------|
| 02-Jan-19 Bramham Village Hall - rental of loft space            | £10.00           |
| 04-Jan-19 Pavilion Booking (Wetherby Scouts)                     | £16.00           |
| 14-Jan-19 Pavilion Booking (Jordan Walsh - personal trainer)     | £18.00           |
| 17-Jan-19 Pavilion Booking (Jordan Walsh - personal trainer)     | £12.00           |
| 25-Jan-19 Pavilion Booking (Jordan Walsh - personal trainer)     | £24.00           |
| 17-Jan-19 Saturday Kitchen                                       | £129.00          |
| 17-Jan-19 Mums & Tots                                            | £50.50           |
| 23-Jan-19 Allotments Annual Rental (six months October to April) | £200.00          |
| 26-Jan-19 Bramham Football Club - Annual Fee                     | £645.00          |
| 28-Jan-19 Pavilion Booking? (J. & F. Thyse - 4th May 2019)       | £0.60            |
| 28-Jan-19 Saturday Kitchen                                       | £101.21          |
| <b>TOTAL</b>                                                     | <b>£1,206.31</b> |

**Summary of Payments****Total Cheques**

|                                                            |        |
|------------------------------------------------------------|--------|
| One cheque as listed on the October Agenda (number 102130) | £29.84 |
|------------------------------------------------------------|--------|

**Total BACS payments**

|                                                             |           |
|-------------------------------------------------------------|-----------|
| Six BACS payments as listed on the January Payment Schedule | £1,035.15 |
|-------------------------------------------------------------|-----------|

**Total Direct Debits**

|                                                      |         |
|------------------------------------------------------|---------|
| Three Direct Debits as listed on the February Agenda | £298.75 |
|------------------------------------------------------|---------|

**TOTAL** **£1,363.74**