

Minutes of the Meeting of Bramham cum Oglethorpe Parish Council held on 6 April 2022 at Bramham Pavilion

Councillors Present Mike Corrigan , Helena Buck, Pam Corrigan, Scott Jones, Trish Prest and James Ingham

Also present 3 residents and the clerk

Public Session

Residents addressed the meeting on the following issues:

- i) **ADWG** Why was there no consultation with residents before the group dismissed proposals relating to the playing field given that the groups terms of reference state that it will consult with residents? What plans are there for consultation with residents in relation to project priorities, ideas from residents, grant opportunities and involving residents in projects. Cllr M Corrigan noted that the ADWG had advised that the Council should not take on any further capital projects until a decision was made about the redevelopment of the SCC
- ii) **A & A Committee Meetings.** The resident noted that the meeting would be receiving the minutes of the A & A Committee held on 16th March 2022 and queried whether decisions were made by the A & A committee independently of the full Council. Cllr P Corrigan explained that the A & A Committee made recommendations to the Council and the Committee did not make the final decision. It was noted that several recommendation from the Committee were included in the agenda. The resident queried whether the Committee had made a decision about making a donation to Martin House. Cllr M Corrigan advised that this would be included in the May agenda
- iii) **SCC** The resident queried whether a business plan would be produced for the SCC redevelopment as referred to in previous Council meetings. Cllr P Corrigan advised that the Project Plan has been prepared and is available on the Council website. If redeveloped the SCC will not be run as a business. If hire fees are charged the Council will not be able to recover the VAT on the build costs. It will function as a public amenity for all residents

1. Apologies

Apologies were received from Cllrs Richards and Gilpin. It was **resolved** to approve the reasons for absence, all in favour

2. Declarations of Pecuniary Interests or other Interests

None

3. Minutes of the Parish Council meetings on 2 March 2022

It was **resolved** that the minutes of the Council meeting held on 2 March 2022 be approved, all in favour.

4. Crime Report

No crimes were recorded in Bramham in March 2022. At the April PACT meeting a resident raised concerns about the increasing number of scams. Residents were advised to go to <https://www.police.uk/> for information and advice about this. Residents are advised to report all offences to the police.

Due to a team restructure PC Goringe will be leaving as the Wetherby Ward Officer. The Council thanked PC Gorrington for his work in the role. PC 4011 Lane, PC 4282 Breen, and PC 2010 Katkowski, will become the combined Wetherby and Harewood ward officers. As they each work on a different rota there will be greater cover across the ward. All three officers are currently based at Wetherby and are longstanding NPT officers.

5. **Annual Parish Meeting** It was agreed that the meeting will take place week beginning the 23rd May 2022, the date subject to the availability of the Village Hall. The meeting will include an information session about the proposed SCC redevelopment. It was agreed that a representative from Thompson Architecture will be invited to attend.
6. **Parish Council Annual Report** It was agreed that the report will be published in advance of the Parish Meeting. All groups who submit entries to the report will be invited to attend the Annual Parish Meeting. The Clerk will prepare the report in conjunction with Cllr Buck.
7. **Traffic Management Working Group** The group did not meet in March. The mobile SID will be rotated between Bramham and Clifford on a monthly basis. It has been in operation on Aberford Road on the 4th and 5th April. The majority of vehicles were within the 30mph limit. Full data from the SID will be provided at the May meeting. The 3 residents who continue to assist with the operation of the mobile SID in 2021 were thanked.
8. **Wildlife Area** A report relating to the Wildlife Area was received. It was noted that when the Council entered into the Licence agreement in 2005 with Bramham Park Estate (BPE) it was on the basis that the entirety of the area was owned by the BPE. It has now been established that the land adjacent to the SCC which includes the debris screen over the beck is owned by the Environment Agency (EA). Therefore this licence agreement, and all the subsequent agreements, was defective. It has also been established that the EA have not granted any right of access across the debris screen or the land owned by them. Following a routine risk assessment the EA put up signs stating that there is no public right of access across the debris screen. The Council's own risk assessment concluded that there was a risk of injury to members of the public who cross the debris screen as it is not possible to install a suitable guard rail.

Prior to the Council being aware that part of the area was owned by the EA, BPE offered to transfer the land to the Council, subject to the Council paying the legal fees. The Council needs to consider whether to accept this land given that it will have no right of access to the land and, if not, whether to terminate the current licence. The issue will be determined at the May meeting. Cllrs will update BPE in advance of the May Council meeting.

9. **Asset Development Working Group**
The notes from the ADWG meeting on the 16 February 2022 are on the Council website. Recommendations from the group include:
 - Until a decision has been made about the redevelopment of the SCC the Council should not undertake any further large capital projects
 - Once the decision has been made about the redevelopment of the SCC a number of open sessions will be held to discuss potential projects with residents
 - To purchase further picnic chairs and tables for the playing field/playground

It was **resolved** not to undertake any further capital projects until a decision has been made about the redevelopment of the SCC, all in favour.

10. **SCC redevelopment**

It is anticipated that tenders will be sent out week beginning 11th April 2022 with a tender period of 4 weeks. An application to discharge the conditions attached to the planning consent will be submitted before the 11th April 2022. The architects have recommended that, if the Council decides to proceed with the redevelopment, the successful tender should be approved by the 23rd May 2022. An extra ordinary meeting be required to consider the tenders.

11. A & A Committee PC

11.1 The draft minutes from the A & Committee meeting on 16 March 2022 were received

11.2 It was **resolved** to undertake re valuation of the Red Lion Wayleave, all in favour. The Clerk will obtain quotes from up to 3 land agents in relation to this.

11.3 It was **resolved** to approve an increase in the Pavilion loft hire fees from £120.00 pa to £150.00, all in favour. The Clerk was instructed to arrange a meeting with the Chair of the Village Hall Committee to sign an updated hire agreement.

11.4 It was **resolved** to approve a 20% increase in the Pavilion hire fees, all in favour. This increase will only apply to future booking. The standard hire fees will not apply to events with over 200 participants. Such events will still require prior approval by the Council which will set the hire fee.

11.5 It was **resolved** to purchase a Defibrillator to be located on the exterior of the Pavilion at a cost of £1074 (incl), £550 (incl) for the cabinet plus the installation costs, all in favour. Grant funding will be applied for but if unsuccessful the Council will fund the purchase.

11.6 The proposal to close the SCC for the winter period (1st October 2022 to 1st April 2023) was deferred until a decision has been made about the redevelopment of the SCC

11.7 It was **resolved** to commission a structural engineer, up to a cost of £1000, to prepare building regulations compliant plans for improved Pavilion loft access, all in favour.

11.8 It was agreed to obtain costs for additional picnic benches and tables to be considered at the May meeting.

12. Cllr Corrigan will obtain costings for the installation of wi-fi at the Pavilion to be considered at the May meeting

13. Queen's Jubilee

An afternoon tea will take place on the playing field on the 5th June 2022. A picnic tea will be served in individual picnic boxes at a discounted cost of £1 per person and there will be a bar serving alcoholic drinks. FOBS and the church are arranging events on the field to coincide with the afternoon tea.

14. It was **resolved** to deposit the archive documents with the West Yorkshire Archive Service, all in favour

15. Co-option

It was **resolved** to readvertise the vacancy on the Council immediately with a closing date for applications of 28th April, all in favour.

16. Finance Working Group MC

16.1 The Internal Controls Check list was received

16.2 It was **resolved** to approve Terms of Reference for the Finance Working Group, all in favour.

16.3 It was **resolved** to approve the Risk Register, all in favour.

16.4 2021/2022 Audit. The FWG are meeting on the 21st April to check the documents to be sent to the internal auditor.

17. Salaries

17.1 The increase in the NMW to £9.50 was noted and the Clerk will notify the caretaker of the increase to his salary from 1st of April 2022.

17.2 It was **resolved** to approve the 1.75 % salary increase, in line with NJC agreement, and the contractual salary increments for the Clerk, effective from the 1 April 2021, all in favour.

18. Financial Matters

18.1 The income report for March 2022 was received. It was noted that the receipts for March 2022 totalled £299.99

18.2 It was **resolved** to approve that following payments, all in favour.

		Payee	Amount (net)		VAT	Total	Sec
1	BACS	Clerk	386.84			386.84	
2	BACS	Caretaker	31.20			31.20	
3	BACS	HMRC	223.60			223.60	
4	BACS	Team Clean Cleaning (Pavilion Cleaning March 2022)	120.00			120.00	
5	BACS	Clerk - Milage	17.55			17.55	
6	BACS	Gala Tent Limited	4515.68		903.14	5418.82	
7	BACS	Clerk – letter box	14.16		2.83	16.99	
8	BACS	YLCA – Audit course	30.00			30.00	
9	BACS	LCC 2021/2022 Grass Cutting	1223.00		244.60	1467.60	
10	BACS	YLCA – Grant Application Course	30.00			30.00	
12	YLCA	YLCA – Annual Subscription	463.00			463.00	
13	DD	Eon Pavilion Gas	74.00			74.00	
14	DD	ID Mobile	4.17		0.83	5.00	
15	DD	British Gas Pavilion Electricity 21 02 22 20 03 22	127.78		6.38	134.16	
16	DD	British Gas SCC Electricity	178.63		8.93	187.56	
17	DD	Unity Trust fees 07 01 22 – 04 03 22	18.00			18.00	

18.3 The bank reconciliations and management report for March 2022 was received

18.4 The bank balances as at 31 March 2022 were noted as:

Unity Trust	62592.28
Skipton BS 992755645	9565.97
Skipton BS 992755659	72944.97
Total	145103.22

19. Planning Matters

a) Decisions received

21/04578/FU Variation of condition number 2 (approved plans) of planning permission 20/00821/FU (Installation of underground agricultural research facility) to enable one function of the former Rhizotron is to be retained (Lysimetry research) with the construction reduced significantly in scope. Approved

21/09007/FU Conversion of rear outbuilding to habitable room, with roof lights and attached new store; new glazed link/sun room with rooflights between main house and outbuilding at Undercliffe, Town Hill, Bramham. Approved

b) Applications received

20/08368/FU Variation of condition 2 (approved plans) of previous application 19/03125/FU for various alterations to the approved plans for plots 1-4 including replacing pair of semi-detached dwellings with two detached dwellings (Plots 3 and 4), changes to the height, size and internal layout of the dwellings, changes to the porch design and fenestration and the construction of an additional dormer window to the front of each dwelling at Farfield House, Bramham. It was **resolved** to suspend Standing Orders to permit a member of the public to speak, all in favour. They stated that residents were concerned about any extension to the development. *Standing Orders were resumed* It was **resolved** to object to the application, all in favour

22/01440/OT Outline application for agricultural and forestry building at land off Windmill Road, Bramham. It was **resolved** to object to the application on the basis of concerns about access, all in favour.

22/01928/FU/NE First Floor side extension at 4 Croft Road Bramham. It was **resolved** not to submit any representations, all in favour.

c) Update regarding ongoing planning matters.

None

20. **Clerk's Report**

No additional issues to report on.

21. **Correspondence**

788 Bramham in Bloom re:

- BiB have advised no longer have enough volunteers to maintain the flower bed in front of the Pavilion. It was **resolved** that the Council will take over responsibility for it, all in favour
- Requesting funding for a new mower. Further information has been requested and is awaited
- Flower troughs in the square. Further information has been requested and is awaited
- Maintenance of various communal areas. Further information has been requested and is awaited

789 Resident requesting further information on the SCC redevelopment. Clerk has responded.

790 Resident re road safety issue at Aberford Road/Freely Bramham and potential noncompliance with a condition of the Planning Permission. Cllr M Corrigan has responded and confirmed that the planning condition has been complied with.

22. **Minor Items**

- A request has been received to fund and help organise an Easter egg hunt. It was agreed that there was insufficient time to organise this and the Council could not approve any funding as the request was received after the agenda had been served
- It was noted that BiB have advertised on Facebook that the garden at the SCC is to be tidied up and summer bedding plants. Cllr M Corrigan to contact BiB to advise that no planting should take place until a decision has been made about the redevelopment of the SCC. BiB will be asked to clear away any of their equipment from the rear of the SCC. Cllr Buck offer to help with tidying the SCC garden.
- It was noted that signed Tenter Hill Allotment Tenancy agreements have been received and given to the Clerk for countersigning, along with the minutes of the Allotment Associations AGM held on 30th January 2022 and supporting documents
- A resident has asked the Council whether a foot path can be installed along Thorner Lane to North Lodge. Cllr Scott will respond to the resident

23. **Date of next meeting**

The date of the next meeting was noted at 7.00 pm Wednesday 4th May 2022 at the Bramham Pavilion. Any agenda items or reports to be sent to the clerk by 5pm on Tuesday 26th April 2022.

The meeting concluded at 9.32 pm

Signed.....

Dated