

Minutes of the Meeting of Bramham cum Oglethorpe Parish Council held on 5 January 2022 at Bramham Village Hall

Councillors Present Mike Corrigan , Helena Buck, Linda Richards, Pam Corrigan, Dan Gilpin, Scott Jones, James Ingham and Trish Prest
Also present LCC Ward Cllr Norma Harrington, 2 residents and the clerk

Public Session

A resident addressed the meeting on the following issues:

- i) The resident considered that the Council's response to their email of the 25th November 2021 did not address all the issues they had raised, in particular:
 - Why was the Large Events Policy amended to base the charging rate on numbers rather than duration of the event?
 - Why is it anticipated that fundraising will be insufficient to cover the ongoing running costs of the Pavilion?
 - When and why was it agreed that the Produce Show be funded by the Council?

Cllr M Corrigan noted that the response to the resident's email had been circulated to all Councillors in advance of the December meeting and approved at the meeting. He noted that an initial budget of £500 for the Produce show was approved by the Council on 2 June 2021 and this was increased to £750 at the Council on 1 September 2021. Cllr P Corrigan explained that the main objective of the Produce Show was as a community event for the enjoyment of residents rather than fund raising for the Council. The event provided an opportunity for several local groups to fundraise. Some of the items purchased can be reused if the event is re run which will reduce future costs.

In addition the resident queried why the Council was considering purchasing up to 3 SIDs at a cost of £10,500, equivalent to a third of the precept, and whether there had been input from residents in relation to an Assets Development Plan given the proposed cost of the SCC redevelopment.

1. Apologies

None

2. Declarations of Pecuniary Interests or other Interests

Cllrs Richards declared an interest in respect of planning application 21/09259/FU/NE Barton's Yard.

3. Minutes of the Parish Council meetings on 1 December 2021

It was **resolved** that the minutes of the Extra Ordinary Council meeting held on 1 December 2021 be approved and the Chair was authorised to sign them, all in favour.

It was **resolved** that the minutes of the Council meeting held on 1 December 2021 be approved, subject to the following amendment to Public Session i) to include *and a further comprehensive proposal in May 2021* and the Chair was authorised to sign them, all in favour.

4. It was **resolved** that Cllr Gilpin be elected as Vice-Chair of the Parish Council for the remainder of the 2021/22 term, all in favour.

5. **Co-option** It was **resolved** to readvertise the vacancy on the Council immediately with a closing date of 28 January 2022 and a co-option meeting to take place at 6.30 pm on 2 February 2022, all in favour.

6. **Crime**

It was noted at the PACT meeting on 4th January 2022 that crime figures across the Wetherby Ward remain low. Only 1 offence (vehicle theft from a farm) was recorded in Bramham during December 2021.

The next PACT meeting will be on 1st February 2022 by zoom and any residents with concerns about crime and policing are encouraged to attend.

7. **Traffic Management Working Group**

7.1 The November and December data from the fixed SID on Clifford Road was received and will be posted on the Council website. Overall there has been little change in traffic volume and speeds over this period. During the Christmas holidays traffic volumes were lower but average speeds were higher. A site meeting with the LCC Highways to consider exact locations for further Vehicle Activate Speed Indicator Devices(SIDS) has been deferred until next week as the LCC Engineer is currently isolating. The following sites, in order of priority, have been identified by the TMWG as suitable sites for additional SIDs:

- Bowcliffe Road
- The middle of Clifford Road
- Top of Wetherby Road

7.2 The purchase of 3 additional SIDS was considered.

It was **resolved** to suspend Standing Orders to allow Cllr Harrington to speak, all in favour. Cllr Harrington stated that in addition to changing driver behaviour the data from SIDs can be used to inform the police about locations where enforcement action is required. Cllr Harrington advised that the Ward Councillors would be prepared to fund the SID on Bowcliffe Road.

Standing Orders were resumed

It was **resolved** approve to the purchase of up to three Vehicle Activated Speed Indicator Devices, up to a cost of £10,500, to be situated on Bowcliffe Road, Clifford Road and Wetherby Roads, all in favour

7.3 It was **resolved** to approve the pursuance of alternative funding options including, but not exclusively limited to, private sponsorship for the purchase for the Vehicle Activated Speed Indicator Devices, all in favour

7.4 It was **resolved** that the TMWG have permission to write to the relevant bus companies to raise concerns about school buses speeding through Bramham

8. **Utility pipes under the playing field.** Following the incursion of the Travellers onto the playing field and the consequent rupture of the gas pipe when it was revealed no plan existed of the route of pipe across the field a survey was commissioned. The survey, prepared by Met Geo Environmental LTD, was received. The survey identified about 90% of the route of the gas pipe under the playing field. There are 2 sections of the pipe where the route was not confirmed and one section where the pipe appears to be very close to the surface. The route of the electrical supply to the Pavilion is contrary to the plan held by the electricity supplier. It was agreed that:

8.1 A plan identifying the area where bouncy castles, marquees etc can be erected will be prepared. The Terms and Conditions of hire will be amended to restrict the erection of any temporary structures to the area identified on the plan.

8.2 A test trench will be dug to confirm the exact depth of the gas pipe in relevant locations. Any further action required will be considered once further information is available.

9. **Historic archive of documents and objects and the historicbramham.org.uk brhamham.org.uk websites**

It was resolved to give a vote of thanks, specifically to Neil Ferres, but including those others who have helped, for the effort and time spent in creating the digital archive; coupled with a desire for the Council and Neil Ferres to work

together to protect the archive for the future in whatever format it develops, all in favour.

It was noted that all the documents from the Neighbourhood Plan website (www.bramham.org.uk) have been added to the Council website (www.bramhamparishcouncil.gov.uk) and a redirect will be put on the Neighbourhood Plan website once the Council has administrative access to the site.

The Council has taken possession of the paper archive, but not all the physical archive which includes coins, musket balls and other objects. The documents are currently being stored at Cllr M Corrigan's address. It was **resolved** to suspend Standing Orders to allow a resident to speak. The resident queried whether residents would still be able to access the documents and physical archive. Cllr Gilpin explained that the Council needs to determine how all of the items can be accessed and, in particular, whether all of the documents are to be digitised. The intention is to preserve all the documents and objects and ensure they remain accessible to all.

Standing Orders were resumed.

It was agreed that the Clerk will:

- Contact the West Yorkshire Archive Service to obtain advice in relation to both the paper and physical archive
- Request the logon details for www.bramham.org.uk and www.historicbramham.org.uk/ from Neil Ferres

10. Tenter Hill Allotments

Cllrs M Corrigan and H Buck have visited the Allotments and confirmed that all tenants with poultry are complying with current avian flu regulations. They noted that there had been a significant improvement in the condition of the site over the last 2 years. The Allotment Association AGM will take place at 1.30 pm on the 30th January 2022.

11. Bramham Community Fund grant applications

Any applications to the Bramham Community Fund for further grants must be submitted by the 14th February 2022. Councillors were asked to notify the Clerk of any proposals for grant applications and they/will be considered at the February meeting

12. It was **resolved to approve the appointment of Angle Community Development Services as internal Auditor for financial year 2021/2022 at a cost of £150.00, all in favour.**

13. 2022/2023 Draft Budget The summary of the Income and Expenditure to date, 2021/2022 out turn draft budget for 2022/2023 was received.

2021/2022 Outturn. Income for 2021/2022 is anticipated to be £33,386 (not including one off grants and CIL payments), a shortfall of £2,179 on the budget. The shortfall is due to reduced Pavilion hire fees caused by Covid restrictions and reduced interest on reserve funds. An underspend of £3362 for 2021/2022 is anticipated even accounting for unbudgeted costs of room hire and bailiff fees.

2022/2023 Draft Budget assumes a Precept of £26,824 (a 2% increase from 2021/2022 which equates to an extra 99 pence per annum for a Band D property)

As at 31 December 2021 the Council has funds of £153,946, which includes the following sums allocated to agreed or proposed projects

- SCC redevelopment £57,840 based on existing projections
- Christmas Lights £9,575
- Traffic Management £10,500
- Pavilion earmarked fund £9575
- Asset Management £2700

- Total £88,750

The budget will be submitted for approval at the February meeting. Cllr Buck advised that the Council will need to consider applying for grant funding for major projects.

14. Financial Matters

14.1 It was noted that the receipts for December 2021 totalled £211.04

14.2 It was **resolved** to approve the following payments for December 2021, all in favour

		Payee	Amount (net)	VAT	Total	Sec 137
1	BACS	Clerk	416.00		416.00	
2	BACS	Caretaker	31.20		31.20	
3	BACS	HMRC	111.80		111.80	
4	BACS	Team Clean Cleaning (Pavilion Cleaning December)	120.00		120.00	
5	DD	Id Mobile (December 2021)	4.17	.83	5.00	
6	BACS	Cllr M Corrigan (storage boxes)	58.64	11.73	70.37	
7	BACS	D Beck (Refund of Pavilion deposit)	100.00		100.00	
8	DD	British Gas SCC Electricity (14 11 21 – 13 12 21)	214.87	10.74	225.61	
10	BACS	J Smith – refund of Pavilion Deposit	100.00		100.00	
11	BACS	Met Geo Environmental LTD	1350.00	270.00	1620.00	
12	DD	EON – Pavilion Electricity	74.00		74.00	
13	BACS	Cllr M Corrigan – Lock for Pavilion cupboard	13.27	2.66	15.93	
14	BACS	YLCA Training Course – Cllr M Corrigan	30.00		30.00	
15	DD	British Gas – Pavilion Electricity (21 08 2021-20 09 21)	57.31	2.86	60.17	

14.3 The bank balances as at 31 December 2021 were noted as:

HSBC 31158333	£29869.17
HSBC 51051350	£41566.32
Skipton BS 992755659	£9565.97
Skipton BS 992755645	£72944.97
Total	£153946.43

14.4 The Bank reconciliations and statement as at 31 December 2021 were received

15. Planning Matters

a) Decisions received

21/04624 First floor side extension at 4 Croft Road, Bramham. Refused

b) Applications considered

APP/N4720/D/21/32883764 First floor side extension at Croft Road Bramham Wetherby. It was **resolved** that there be no objection, all in favour.

21/09400/FU/NE Demolition of existing outbuilding and construction of a two storey outbuilding including separation from the LCC owned retaining wall to facilitate improved future access and maintenance at The Old Post Office House, Town Hill, Bramham. It was **resolved** that there be no objection, all in favour.

21/09802/FU/NE Alterations including single storey rear extension; outbuilding to rear at Stonecroft Low Way Bramham. It was **resolved** that this was supported, all in favour.

21/09878/FU/NE Single storey rear extension at 6 Milnthorpe Way Bramham. It was **resolved** that there be no objection, all in favour.

21/09259/FU/NE Change of Use from Storage Building to Office Use; single storey extensions; single storey outbuilding to side at Bartons' Yard Back Street Bramham. It was **resolved** to suspend Standing Orders to allow a resident to speak. The resident raised concerns about increased parking and congestion at the location if permission were granted for the change of use. *Standing Orders were resumed.*

It was **resolved** that the Council object to the application on the grounds of an increase in traffic & parking, being contrary to the Neighbourhood Plan which does not support development which may increase on street parking and the safety concerns raised by LCC Highways, carried.

- c) Update regarding ongoing planning matters
Farfield House – LCC are working with the developers to agree a discharge of the outstanding planning requirements

16. Clerk's Report

- Clifford Parish Council have asked for support in asking LCC to consider any action they take to improve the bus services from villages in the Outer North East area to Wetherby and Leeds. It was agreed that the Council would support this being considered by LCC Outer North East Committee
- Unity Bank account – confirmation is awaited from Unity Trust Bank that they have all the information required to open a current account
- Work to tree on the playing field – Cllr P Corrigan will contact Branch lines to conform a start date for the work

17. Correspondence

769 Leeds Festival Working Group. The next meeting of the Working Group is on 20th January 2022. Subject to the agreement of the Working Group, any agendas and minutes will be published on the Council's website

770 Siting of a skip on Vicarage Lane. Clerk has already responded

771 Bramham Archive. Cllr M Corrigan has already responded

772 Barton's Yard Planning Application. Clerk to notify the resident of decision taken by the Council to oppose the application

773 Graffiti on fence adjacent to A1 footpath. Clerk has contacted Tarmac Ltd and updated the resident

774 Request from Collingham FC for additional parking at the Pavilion. This will be considered at the next A & A Committee meeting

775 Request to amend the December minutes. Clerk to notify the resident of the amendment approved at minute ref 3.

776 Accessibility of pdf documents on the Council website. It was noted that the website does not allow minutes to be uploaded in html, rather than pdf, format. A note will be put on the website advising users to contact the clerk if they require a html version of any document

18. Minor Items

Queen's Platinum Jubilee. Cllrs Prest, Richards and P Corrigan offered to assist with planning a community event(s) to mark the occasion. Cllr P Corrigan will ask all village groups if they wish to be involved in events to mark the occasion and proposals will be considered at the February meeting.

19. Date of next meeting

7.00 pm Wednesday 2nd February 2022, venue to be confirmed . Any agenda items or reports to be sent to the clerk by 25th January 2022.

The meeting concluded at 10.21

Signed.....

Dated.....