

Minutes of the Meeting of Bramham cum Oglethorpe Parish Council held on 7 September 2022 at Bramham Pavilion

Councillors Present Mike Corrigan , Dan Gilpin, Pam Corrigan, Scott Jones, Linda Richards, Trish Prest, Helena Buck, James Ingham and Mark Tozer

Also present 2 residents and the Clerk

Public Session

- i) A resident queried who were members of the Council's Working Groups and whether the background information relating to the items discussed by Working Groups was circulated to the Council as a whole. Cllr M Corrigan confirmed membership details of all Committees and Working Groups are on the website. All documents considered by Working Groups are circulated to the full Council. Cllr M Corrigan confirmed that at the last ADWG all members were present and the minutes have been circulated to the Council along with all relevant documents. Cllr Tozer confirmed that all members of the SCC Working Group, along with the contractor, attended that last Working Group meeting on 24 August 2022. A detailed report on the project has been circulated to the Council. Cllr P Corrigan confirmed that all A & A Committee members attended the last meeting on 1 September and the minutes will be circulated once finalised. Cllr M Corrigan advised that there has not been a recent meeting of the TMWG but he will provide an update to the meeting detailing outstanding LCC Highways actions.
- ii) A resident raised the following issues:
 - Failure by LCC to undertake promised work to improve footpaths, cut back foliage to ensure that road signs are visible and the delay in repairing the fixed SID on Clifford road. It was noted that that these issues will be addressed at agenda item 8.
 - Did the internal audit consider the procurement of tree works in the Wildlife area? The Clerk confirmed that the auditor had had access to the Council's accounting software and had reviewed the transactions in conjunction with the minutes. The auditor did not raise any concerns about the Council's procurement processes during 2021/2022
 - Why has the ADWG not arranged any open sessions with residents to consider future projects now that a decision has been made to proceed with the redevelopment of the SCC.? Cllr M Corrigan advised that the

1. **Apologies** None

2. **Declarations of Pecuniary Interests or other Interests**

Cllr Richards – agenda item 16 b) Planning application 22/05011/FU/NE Raising lower roof height with rooflight at Carlton Cottage Tenter

Cllr M Corrigan – agenda item 9.3/4 The engineer who has advised on barrier is known to Cllr M Corrigan

3. **Minutes of the Parish Council meetings on 6 July 2022**

It was **resolved** that the minutes of the Council meeting held on 6 July 2022 be approved, all in favour.

4. **Crime Report**

Cllr Richards & Cllr Buck attended the PACT meeting on 6th. Two Officers and two PCSOs were in attendance. The number of residential burglaries remains stable and the total number of crimes have not increased. Youth offences are of concern to residents, especially incidents at playgrounds including vandalism and antisocial behaviour. The police will be visiting schools to advise students that antisocial behaviour will not be tolerated. There have not been any incidents at Bramham Playground. Pavement parking and parking across driveways is a concern in many areas and residents are reminded to report any issues to the police. Cllr Gilpin noted that children are using the Bramham playing field respectfully.

5. SCC Working Group

- 5.1 The SCC Contractors report dated 26 August 2022 was received. It was noted that work commenced on site on 5 September. A letter has been delivered to neighbouring properties providing information about the development. Parking arrangements have been discussed with the contractor to ensure that they park as responsibly as possible. Parking will be monitored on an ongoing basis.
- 5.2 It was **resolved** to approve the SCC WG Terms of Reference. all in favour
- 5.3 A decision about reusing the SCC named stone in the replacement building was deferred until more information is obtained about the inscription on the stone. A request for information will be put on Facebook.
- 5.4 A proposal to rename the SCC to *Bramham Parish Centre* was considered. It was **resolved** to suspend Standing Orders to allow a resident to speak, all in favour. The resident queried why residents had not been consulted about the renaming of the building. *Standing Orders were resumed*. It was **resolved** to defer the decision on the name for two months to allow time for consultation with residents before a final decision is made by the Council, all in favour
- 5.5 Landscaping of the SCC garden. It was **resolved** to suspend Standing Orders to allow a resident to speak, all in favour. The resident queried whether other residents have been involved in discussions about the landscaping and ongoing maintenance of the gardens. It was confirmed that there had been no direct consultation. It was noted that there was a suggestion box on the Parish Notice board but there had been no responses. Cllr P Corrigan noted that the Council cannot rely on volunteers to maintain the space and it was important that the area was as low maintenance as possible and accessible to all. *Standing Orders were resumed* It was **resolved** that the Council will be responsible for the maintenance of the external areas and to dissolve the agreement with BiB for this work, all in favour.
- 5.6 It was **resolved** to approve the kitchenette having a sink with a cold water supply, multiple power points, small fridge and a kettle all in favour
- 5.7 It was **resolved** to approve installing shelving in the main storage area all in favour
- 5.8 Installation of remotely controlled heating and door access will be considered at a later meeting.
- 5.9 The cleaning schedule for the will be considered at a later meeting
- 5.10 It was **resolved** to approve the Stage 5 fees for Thompsons all in favour
- 5.11 It was **resolved** to approve an application for an LCC Arium Horticultural grant to fund landscaping design and planting for the SCC all in favour. Cllr Buck to take the lead.
- 5.12 It was **resolved** to approve the cost (£180) of a Bat survey report all in favour

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6. A & A Committee

- 6.1 The approved minutes of the A & A Meeting in 16 March 2022 were received
- 6.2 It was **resolved** to commission a 5 year Fire Safety Report for the Pavilion and SCC all in favour
- 6.3 It was **resolved** to commission a report advising on compliance with legionnaire's legislation at the Pavilion, all in favour

- 6.4 It was **resolved** to conduct 6 monthly inspections of the Pavilion and SCC to identify routine repairs and maintenance issues, all in favour. Cllr Gilpin and Cllr Jones were nominated to take the lead.
- 6.5 Wi-Fi at the Pavilion. Updated quotes are awaited from BT/EE They will be instructed to carry out a survey/site visit as soon as possible.
- 6.6 A decision about arrangements for the opening and closing of the Pavilion was deferred to a later meeting
- 6.7 The 2022/2023 contracts with local football clubs were noted. Collingham FC will only be playing on a Sunday morning and Clifford FC will be hiring a pitch on Saturday mornings from 10.00 am
- 6.8 Redecoration of the Pavilion will be considered as part of the budget for the next financial year.
- 6.9 It was noted that emergency repairs have been undertaken to the primary gas meter to the Pavilion. This was due to the gas meter not being properly anchored onto its plinth. This has now been rectified. It was **resolved** to approve the costs, all in favour.
- 6.10 It was **resolved** to undertake repairs to the accessible toilet, all in favour.
- 6.11 It was **resolved** to undertake repairs to the Pavilion shutters, all in favour
- 6.12 It was agreed that marketing of the Pavilion will be undertaken once repairs have been completed
7. The new Pavilion online booking system is now live on the website. The system is integrated with the Scribe accounts software. It was **resolved** to include the option for online payments via Stripe at a cost of 1.75% per transaction, all in favour.
- 8. Traffic Management Working Group MC**
- Cllr M Corrigan advised that despite agreements with LCC Highways that they would carry out essential work there were a number of outstanding issues including improvements to signage at various junctions, painting yellow lines on Clifford Road at the Junction with Lyndon Road to extend the bus bay, repairs to the SID and improvements to the footpath by Bramham Primary School. Cllr Richards advised that the Ward Cllrs were aware of the concerns and are compiling a list of uncompleted actions across the Ward. It was **resolved** to suspend Standing Orders to allow a resident to speak, all in favour. The resident noted that it was not just Highways who were a fault. There were maintenance issues such as cutting back foliage which was obscuring signs and poorly maintained hedges that was the responsibility of Parks & Countryside and the Forestry Departments. *Standing Orders were resumed.* Cllr Richards advised that there are over 100 uncompleted Highways projects across the Ward, including 3 projects outside schools. All Ward Cllrs are disappointed with delays. A number of projects have been impacted by ELOR and a number of staff leaving. It was agreed that the Parish Council will contract LCC Highways re the outstanding work in Bramham. Residents are advised to copy in the Ward Cllrs if they contact LCC directly about any concerns.
- 9. Asset Development Working Group**
- Cllr M Corrigan advised that the ADWG have considered various options to secure access to the carpark and playing field. The ADWG recommends that 1 – 1.5 tonne limestone stones be placed along the field edge, amongst the trees to restrict access. These will not prohibit Freely Lane being widened if the Bramham House development proceeds. LCC Parks & Countryside Department have confirmed that the grass cutter will be able to move the stone by the field gate to gain access to the field. Jack Daw Crag Quarry have agreed to supply the 20 stones free of charge, the Council will only need to pay the collection costs. Cllr Prest was thanked for negotiating this arrangement. Cllr Ingham can site them where required. It was **resolved** to suspend Standing Orders to allow a resident to speak, all in favour. The resident noted that when the car park was designed BCAG were keen to ensure that large vehicles can access the car park when for the Bramham Gala. Cllr M Corrigan explained that the ADWG recommended

the use of a height restriction barrier rather than stones to control access to the car park. Emergency vehicles will be able to park by the barrier. *Standing Orders were resumed*

9.1 It was **resolved** to approve the use of locally-sourced limestone stones to create an interrupted barrier along the field border parallel to Freely Lane, all in favour.

9.2 It was **resolved** to approve a budget of up to £2000 + VAT for the collection and placement of the above stones, all in favour.

9.3 It was **resolved** to approve the installation of a height restriction barrier at the main entrance to the Pavilion Carpark, all in favour.

9.4 It was agreed to defer approving a budget for the installation of a height restriction until the October meeting once quotes are available.

9.5 Cllr Ingham declared an interest in the item. It was **resolved** to retrospectively approve the cost of £100 to place the logs and £100 to remove of the temporary measures to secure access to the field from the emergency budget of £1000, as agreed in June 2022, carried.

10. **Defibrillators** It was noted that two of the defibrillators were recalled for a software update and will be taken out of service on Monday 12th September and reinstated on Thursday 15th September. It was noted that the third defibrillator is now operational and installed on the gable end wall of the Pavilion. It has been registered for an extended warranty.

11. It was **resolved** to deposit the pictures from the SCC with the West Yorkshire Archive Service, all in favour.

12. Village shop/Post Office. The Clerk was instructed to contact the owner to request further information and their plans for the future and Cllr M Corrigan will contact the Post Office for further information about setting up an outreach Post Office

13. It was **resolved** to approve the insurance renewal quote from Hiscox for 2022/2023, all in favour.

14. Finance Working Group

14.1 The minutes of the Finance Working Group meeting on the 21st July 2022 were received

14.2 The report detailing the FWG's response to the Internal Audit Report 2021/2022 was received and the proposed actions noted and agreed.

14.3 The quarterly Internal Controls Check List was received and Clerk confirmed that appropriated corrections have been made.

14.4 It was **resolved** to approve the use of the current Internal Controls Checklist, all in favour.

14.5 A summary rereport detailing Council spend against 2022-3 budget to date was received

14.6 The Council's Annual Investment Report for 2022 was received. An update Investment Report will be presented to Council at the conclusion of the SCC rebuild

14.7 It was **resolved** approve Cllr Mark Tozer having authority to set up payments on the Unity Trust Account, all in favour

14.8 It was **resolved** to approve the template for 6 monthly checks of street furniture, all in favour. Cllr M Corrigan to undertake the inspection and the initial report will be received at the October meeting.

15. Financial Matters

15.1 The income reports for July (£2,022.86) and August 2022 (£1,626.55) were received.

15.2 It was **resolved** to approve the following payments, all in favour

August 2022 Payments

		Payee	Amount (net)	VAT	Total	Sec 137
1	BACS	Salaries incl HMRC	580.67		580.67	
2	BACS	Team Clean Cleaning	120.00		120.00	

3	BACS	Clerk (Stationery)	8.65		8.65	
4	BACS	Clerk (Mileage)	15.55		17.55	
5	BACS	LCC Building Control	1655.72	331.14	1986.86	
6	BACS	D Beck (deposit refund)	100.00		100.00	
7	BACS	Scribe (booking software)	375.00	75.00	450.00	
8	BACS	C Airey (deposit refund)	100.00		100.00	
9	BACS	CIlr M Corrigan (Pavilion repairs)	4.58	.92	5.50	
10	BACS	WEL Medical (defibrillator)	1149.00	229.80	1378.80	
11	BACS	Boyd Sport & Play Ltd (Football nets)	759.00	151.80	910.80	
12	BACS	S Bradley/Purdy (deposit refund)	100.00		100.00	
13	DD	ID Mobile (August)	4.13	.87	5.00	
14	DD	EON Pavilion -gas (August 2022)	74.00		74.00	
15	DD	British gas – SCC elec (14 06 22 – 13 07 2022)	24.48	1.22	25.70	
16	DD	British Gas – Pavilion elec (21 06 22 – 20 07 2022)	135.25	6.76	142.01	
17	BACS	YLCA Training Course	66.80		66.80	
18	BACS	Jameson Consulting	250.00	50.00	300.00	
19	BACS	J Hellewell (deposit refund)	100.00		100.00	
20	BACS	Thompson Architecture (Planning Application)	123.50	24.70	148.20	
21	BACS	Thompson Architecture (Tender & Production Info)	870.00	174.00	1044.00	
22	BACS	Thompson Architecture (Meeting Attendance)	397.55	79.51	477.06	
23	BACS	ESS (Security Alarm Annual Fee)	255.00	51.00	306.00	
24	BACS	ESS (Fire Alarm Annual Fee)	160.00	32.00	192.00	
25	BACS	Byfield Heating Ltd (Pavilion boiler quote)	120.00	24.00	144.00	
26	BACS	Business Stream (Pavilion water 21 04 22 – 20 07 22)	66.50		66.50	
27	DD	British gas – SCC elec (14 07 2022- 13 08 2022)	24.87	1.24	26.11	

September 2022 Payments

		Payee	Amount (net)	VAT	Total	Sec 137
28	BACS	Salaries incl HMRC	580.67		580.67	
29	BACS	Team Clean Cleaning	150.00		150.00	
30	BACS	Clerk (postage)	2.50		2.50	
31	DD	ID Mobile	4.13	.87	5.00	
32	DD	EON Pavilion -Pavilion Gas	74.00		74.00	
33	DD	British Gas – Pavilion elec (21 07 22- 20 08 22)	100.95	5.04	105.99	

15.3 The bank balances as 31 August 2022 were noted as:

Unity Trust	87523.34
Skipton BS 992755645	9565.97
Skipton BS 992755659	72944.97
Total	170944.97

15.4 The Bank reconciliations and statements as at 31 August 2022 were received.

16. Planning Matters

a) Decisions received

21/09400/FU Demolition of existing outbuilding and construction of a two storey outbuilding at The Old Post Office, Town Hill Bramham. Approved

22/04522/CLP Certificate of proposed lawful development for a single storey side extension at 33 Croft Drive, Bramham. Approved

22/03671/LI Listed building application for the installation of solar roof panels to the

rear of the property at The Long House, 5 Lodge Gardens, Bramham. Approved
22/04001/FU Single storey rear and side extension at 5 A Clifford Road, Bramham.

Approved

21/08263/FU Alterations involving part rebuild and structural repair works to wall at
Town Hill Retaining Wall, Bramham. Approved.

22/04509/CLP Certificate of Proposed Lawful Development for a detached
outbuilding to side at Croft Cottages, Aberford Road, Bramham. Refused

b) Applications considered

22/04936/FU/NE Single storey rear extension at Magnolia Cottage Tenter Hill
Bramham. No objection – no comments to be submitted

22/05011/FU/NE Raising lower roof height with rooflight; insertion of two windows
to side at Carlton Cottage Tenter Hill Bramham. It was **resolved** to object to this
application, carried.

22/05012/LI/NE Listed building consent for raising lower roof height with rooflight;
insertion of two windows to side; internal alterations including removing internal
walls and works to stair cases at Carlton Cottage Tenter Hill Bramham

c) Update regarding ongoing planning matters

None

17. Clerk's Report

- The Environment Agency have advised that they will not take any action in relation to the Himalayan balsam which is on their land.
- The Clerk is in holiday from 23 to 30 September 2022

18. Correspondence

817 Thorpe Arch Parish Council thanked the Council for the use of the mobile SID

818 Resident re an attempted burglary – Clerk has responded with advice about how to report the offence

819 Request to install anti – bird spikes on playground equipment. Clerk to advise that the Council does not consider this would be appropriate or safe

820 Residents re any action that can be taken to prevent the closure of the shop and post Office. Cllr M Corrigan has responded

821 Resident querying if the wildlife area will be reopened to the public. Clerk has confirmed that the area will not be reopened as the Environment Agency will not permit access over the weed screen or the land owned by them

822 Enquiry as whether the Council is aware of any land to rent for equestrian use. Clerk has responded

823 Resident concerned re safety as the Leeds Festival. Clerk has advised that their concerns will be passed on to the LCC Leeds Festival Working Group

824 Resident re the Bramham House development – querying whether the Council has approached the developer about the widening of Freely Lane. Cllr Richards will respond

825 Information about the Community Safety Charter – no response required

826 SSAA advising that Councils have the option to appoint their own External Auditor. It was agreed that the Council will continue with the current external audit arrangements

827 Resident re noise and inconsiderate parking in Bramham during the Leeds Festival. The resident has been advised that the concerns will be raised with the LCC Leeds Festival Working Group

828 Bramham FC re use of the Bramham playing field by other football clubs. A meeting has been arranged with representatives from the club to discuss their concerns

19. Minor Items

- Work is to be undertaken on Bowcliffe Bridge. It was noted that the stonework is damaged but is not dangerous.

20. Date of next meeting

The date of the next meeting was noted at 7.00 pm Wednesday 5 October 2022 at the Bramham Pavilion. Any agenda items or reports to be sent to the clerk by 5pm on Tuesday 27 September 2022

21. It was **resolved to** exclude the public and press from item 22 on the agenda on the grounds of confidentiality, all in favour.
22. An operational issue was considered. No decision was made

The meeting concluded at 10.43 pm

Signed.....

Dated