

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

Councillors Present Mike Corrigan , Dan Gilpin, Pam Corrigan, Scott Jones, Linda Richards, James Ingham, Trish Prest, Helena Buck and Mark Tozer
Also present 4 residents and the clerk

Public Session

- i) A resident thanked the Finance Working Group and the Clerk for their work in ensuring a successful Internal Audit for 2021/2022. This reflects the hard work undertaken by the Council since 2020
1. **Apologies**
None
2. **Declarations of Pecuniary Interests or other Interests**
None
3. **Minutes of the Parish Council meetings on 1 June 2022 and 22 June 2022**
It was **resolved** that the minutes of the Council meeting held on 1 June 2022 be approved, all in favour. It was **resolved** that the minutes of the Extraordinary Council meeting held on 22 June 2022 be approved, all in favour.
4. **Crime Report**
There was better attendance from residents at the July PACT meeting. It was noted that the number of recorded crimes had increased slightly, however this in part reflects the changes in reporting criteria. In particular there were 13 antisocial behaviour incidents and 2 residential burglaries recorded in the Ward in June. There is an increased risk of burglary and car crime in the summer months. Residents need to be aware of home and vehicle security. Cllr Buck noted that crime figures are no longer broken down for the villages across the Ward.
5. **SCC Redevelopment**
Tenders have been received from 3 contractors. The Councillors confirmed that they had all reviewed the tenders and the supplementary information received from Thompson Architects.
5.1 It was **resolved** to approve the demolition and redevelopment of the SCC, all in favour
5.2 It was **resolved** to appoint APT Construction as contractor for the redevelopment of the SCC, their tender being £93,417 (this is not inclusive of a provisional sum of £17,600 which had been separately identified by Thompson Architecture for items yet to be considered and which was common to all the tenders submitted), all in favour.
It is anticipated that work will commence in mid to late August 2022. It was **resolved** that the SCC Working Group will continue, with amended Terms of Reference, to monitor the progress of the project and report back to Council regularly, all in favour. It was **resolved** that the current Working Group will meet to agree a date for closure of the SCC in anticipation of work commencing, agree amended Terms of Reference and membership, all in favour.
The Clerk will arrange a meeting with BiB to undertake an audit of BiB property at the site and agree a date for removal of the items. If possible any plants which may survive will be removed from the garden.
6. **Traffic Management Working Group MC**
No recent data is available from the fixed SID as it has been removed for repair following criminal damage to the Perspex screen. The Clerk will check with LCC when the SID is to be reinstated.

7. **Securing access to the Playing Field**

It was **resolved** that the Asset Development Working Group will meet to consider the temporary and permanent options to secure access to the field, all in favour. It will be necessary to ensure that there will still be access to allow emergency vehicles and the grass cutter to access the field. The Clerk was instructed to obtain a copy of the plan of the field confirming the exact boundary. It was **resolved** to suspend Standing Orders to allow a resident to speak, all in favour. The resident advised that the tree line probably forms the boundary and the Council did have plans showing the exact boundary. The resident queried, as to whether any barriers etc will result in a loss of car parking spaces and was concerned that if concrete blocks were installed they would be unsightly. Cllr M Corrigan noted that if concrete blocks were to be installed this would only be on a temporary basis and securing access from the car park may result in a reduction of parking spaces. *Standing Orders were resumed.*

8. The report from the Tenter Hill Allotments Committee in relation to the proposed water supply is awaited and this item was deferred to the September meeting.
9. Drawings have been obtained for an 800mm wide staircase from the referees room to the loft to improve access. It was **resolved** to refer the issue to the Assets Development Working Group to consider the options taking into account any future development of the Pavilion when the rebuilding of the SCC has been completed, all in favour.
10. It was **resolved** to approve the purchase of two replacement football nets up to a cost of £1,500.00, all in favour
11. It was **resolved** to approve the purchase of a replacement microwave for the Pavilion up to a cost of £75.00, all in favour
12. It was **resolved** to dispose of the 6 folding plastic tables at the Pavilion as they are unsafe , all in favour. It was noted that Cllrs P and M Corrigan have donated 6 replacement tables to the Pavilion.
13. It was **resolved** to approve instructing a contractor to undertake weed removal at the Pavilion, all in favour
14. It was **resolved** to approve the approve repairs to the Pavilion shutters and replacing of toilet door locks and storage cupboard lock, all in favour
15. It was **resolved** to approve the purchase of online booking software for the Pavilion from Scribe at an annual cost of £228 plus an annual set up fee of £147.00, all in favour
16. It was **resolved** to approve the disposal of unused fridges and wine coolers at the Pavilion, all in favour
17. The accounts from the Jubilee Tea were received. Total income for the afternoon tea and bar sales was £979.78 and expenditure (excluding a beverage invoice which is awaited) was £800.81. The costs will be partly offset by a grant of £800.00 from LCC
18. **Bramham Show**
The date of the show was confirmed as 10th September 2022. There will be an increased number of categories and the Council will be running the bar. The Church will be running the tea and cake stall. Volunteers are need to help run the bar and erect the marquee.
19. It was **resolved** to approve the 2022/2023 grass cutting quote from Leeds City Council, all in favour
20. Policies
 - 20.1 It was **resolved** to approve the updated Financial Regulations, all in favour
 - 20.2 It was **resolved** to approve the updated Standing Orders, all in favour
 - 20.3 It was **resolved** to approve the Code of Conduct, all in favour

21. Financial Matters

21.1 The income report for June 2022 was received. It was noted that the receipts for June 2022 totalled £6,01778, including a grant of £4,028 from the Bramham Community Fund.

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

		Payee	Amount (net)	VAT	Total	Sec 137
1	BACS	Salaries Incl HMRC	561.87		561.87	
2	BACS	Team Clean Cleaning	120.00		120.00	
3	BACS	Clerk (Mileage)			16.20	
4	BACS	Clerk (stationery)	2.50		2.50	
5	BACS	Nia Mosley (Refund of Pavilion Deposit)	100.00		100.00	
6	BACS	Cllr P Corrigan (Jubilee Tea expenses)	800.81		800.81	
7	BACS	Internal Auditor	150.00		150.00	
8	BACS	F Thysee (Pavilion deposit refund)	100.00		100.00	
9	DD	ID Mobile	4.17	.83	5.00	
10	DD	EON Pavilion - gas	74.00		74.00	
11	DD	British gas – SCC elec - 14 05 2022 to 13 06 2022	25.26	1.26	26.52	
12	DD	British Gas – Pavilion elec 21 05 2022 to 20 06 2022	162.44	8.12	170.56	
13	DD	Unity Trust Bank (bank charges	18.00		18.00	

21.3 The bank balances as 30 June 2022 were noted as:

Unity Trust	£94769.88
Skipton BS 992755645	£9,565.97
Skipton BS 992755659	£72,944.77
Total	£177280.82

21.4 The Bank reconciliations and statements as at 30 June 2022 were received.

22. 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

21/09259/FU Change of use from storage to office use; single storey extensions to the rear of the property at Bartons Back Yard Bramham. Withdrawn

22/01713/FU Replace existing flat roof with pitched tiled roof at Ashdown Cottage, Bramham. Approved.

b) Applications considered

22/03672/LI/NE Listed building Application for the installation of solar roof panels to the rear of the property at The Long House, 5 Lodge Gardens, Bramham. Supported

c) Update regarding ongoing planning matters

None

23. Clerk's Report

- BiB have confirmed the bench donated by a resident will be given to the Council and the Council will need to decide where it is going to be located.
- The AGAR and supporting documents have been submitted to the External Auditor
- FOI requests x 2 have been responded to
- The Clerk has been contacted by the owner of the Village shop premises. They advised that they have not made a decision about will happen once the current leaseholder leaves.
- The Clerk raised a query about a payment out of the Unity Trust account of £28.78 to Reg 123 and this has been refunded

24. **Correspondence**

811 Use of an electric vehicle charging lead over the pavement. Clerk has responded and advised the resident to contact LCC who are responsible for the pavement

812/813 FOI requests. Clerk has responded

814 Folly House – installation of a parking space on the verge. Cllr Richards is meeting with LCC Highways to discuss the issue. She will update the resident after this meeting.

815 White Rose Forrest Tree Planning. It was agreed that this would be published on the Council website

816 Footpath improvements by Bramham Primary School. It is anticipated that the work will be completed in the school summer holidays

25. **Minor Items**

- Councillor Richards is meeting with LCC to review the list of outstanding highways work across the Ward
- Cllr Jones raised concerns about inconsiderate/illegal parking adjacent to Bramham Primary school as pick up and drop off times. Cllr Richards will raise this with Highways and the PCSOs
- The Clerk will contact BT to progress the installation of wi-fi at the Pavilion

26. **Date of next meeting**

The date of the next meeting was noted at 7.00 pm Wednesday 7 September 2022 at the Bramham Pavilion. Any agenda items or reports to be sent to the clerk by 5pm on Tuesday 30 August 2022.

The meeting concluded at 9.45pm

Signed.....

Dated