

Minutes of the Meeting of Bramham cum Oglethorpe Parish Council held on 14 December 2022 at Bramham Pavilion

Councillors Present Mike Corrigan (Chair), Dan Gilpin (Vice Chair), Pam Corrigan, James Ingham, Trish Prest, and Mark Tozer

Also present 2 residents and the Clerk

- i) A representative from the organisers of the Bramham 10/5k invited Councillors to raise any questions about their request for a fees schedule for the proposed run in 2023. Councillors asked how many of the runners in 2022 were from Bramham. The representative advised that they do not keep contact addresses so could not provide this information.

Public Session

1. **Apologies**

Cllr Richards, Cllr Jones and Cllr Buck. It was **resolved** to approve their absences.

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

None

3. **Minutes of the Parish Council meetings on**

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

4. **Crime Report**

The crime figures for the Wetherby Ward have been circulated. The level of crime is, as expected in winter, not as high as in previous months. Antisocial behaviour in particular is at a low point. However, fly tipping has increased. The recent issue of fly tipping at Wattle Syke of a monkey puzzle tree is the subject an ongoing police investigation. The police continue to advise that if residents see any criminal or anti-social behaviour they should report it, as this adds to the figures on which police activity is based. Cllr Prest noted that there is often rubbish in the roadside pull-in by the Wattle Syke roundabout. The Clerk will contact the Ward Councillors to ask if a wastebin can be installed there.

5. **Bramham Run** It was noted that under the Large Events Policy the fees for an event of up to 150 people is £150. It was **resolved** to suspend Standing Orders to allow the representative from the Bramham runners to speak, all in favour. They queried whether volunteers and spectators would be included in the number of attendees when calculating the hire fees. Cllr P Corrigan confirmed that volunteers and spectators were not included but insurance details and an Event Management Plan would still be required if the booking was for less than 200 attendees. The representative requested a reduction in the hire fees as any profits would be donated to Martin House Hospice. Cllr P Corrigan advised that the Assets & Amenities Committee had previously recommended there be no reduction in hire fees for charities except for events where there was no charge to attendees.

Standing Orders were resumed

It was **resolved** that there would be no charge for children if FOBS organised a fun run, all in favour. It was **resolved** not to make a reduction in the hire fees for events in aid of a charity, all in favour.

The members of the public left the meeting

6. **Bramham Parish Centre (SCC) Redevelopment**

1. The Contractors Report dated 7th December 2022 was received. The Environment Agency have approved the design proposals for the scaffolding.

There have been some delays due to the weather and construction of the scaffolding and currently the completion date is 2-3 weeks behind schedule. The drains have been connected and there will be an outside tap. A quote is awaited for a storage cabinet.

2. It was **resolved** to approve the installation of remote control access to the premises at a cost of £500, all in favour.
3. The insurers have confirmed that an alarm is not required .
4. The landscaping design has been received but not costed. The costs will be considered at the January 2023 meeting.

7. Shop/Post Office

1. The Post Office Retail Team have advised that they have received an application to take over the Post Office. There is no information about whether the applicant wishes to take over the retail side of the business

The Council considered the option of applying for the building to be registered as an Asset of Community Value (ACV). The Council considered a written representation from a resident and noted the inclusion of the Shop and Post Office within the Neighbourhood Plan. The Council recognised its status as a valuable asset to the village and residents. It was noted that the Council would not be in a financial position to proceed either to purchase the building or subsequently run/manage the business if it were put up for sale. The Council **resolved** not to submit an application to Leeds City Council for the building to be listed as an ACV, all in favour. It was noted that other Community Groups within the village, including charities and unconstituted groups of at least 21 members, have the right to make an application to register a building as an ACV. It was **resolved** to arrange a Parish Meeting at the Pavilion on January 18th at 7.00pm to discuss the options and consider if a Community Group with a specific remit can be established, all in favour.

8. Bramham House Development

1. The Construction Method Statement and Management Plan from the developers was received. It was **resolved** to invite the developers to the January 2023 Council meeting, all in favour.
2. It was **resolved** to appoint Cllr Gilpin as the lead Councillor to liaise with the main contractor and the developer, all in favour.

9. Christmas Lights

1. It was **resolved** to rescind the remaining grant to BCAG for the purchase of Christmas lights, all in favour.
2. It was **resolved** to approve a contribution of a third of the hire costs of the Christmas lights for 2022, up to a maximum of £600, all in favour.

10. Salaries

1. The Clerk's annual appraisal has completed and the Clerk will move up an increment to salary point 16, effective from 1st April 2023.
 2. The National Salary Award for the Clerk, backdated to 01 04 2022, was noted.
 3. It was **resolved** to approve an increase in the Clerk's weekly hours to 12 backdated to 01 04 2022, all in favour.
 4. The increase in the NMW to £10.42, from 01 04 2023, was noted.
11. The draft budget and precept request for 2023/2024 was considered. The projected increase in the Precept equates to an annual increase of £3.69 for a band D property.
 12. **Installation of wi-fi at the Pavilion MC** The protocol for the laying of duct work for broad band was received. It was **resolved** to undertake the work as soon as practicable in spring 2023, all in favour. A Health and Safety assessment will be undertaken before commencing work.
 13. **TMWG** The November 2022 data from the static SID on Clifford Road was received and will be published on the Council website. Cllr Gilpin noted ongoing problems with inconsiderate

parking around Bramham Primary School at school drop off and pick up times.

14. It was **resolved** to sign the NALC Civility and Respect Pledge, all in favour.

15. It was **resolved** to approve the updated Grant Policy, all in favour.

16. It was **resolved** to approve the purchase of replacement defibrillator pads x 2 (£95.88), all in favour.

17. It was **resolved** to approve the purchase of disposable dog waste bags, all in favour.

18. It was noted that the away showers drains at the Pavilion had been blocked with grass, mud and gravel. The Clerk will contact Bramham FC to remind them of their contractual obligation to ensure excessive mud is not brought into the Pavilion.

19. Financial Matters RFO

1. The receipts for November 2022 were noted as £12,346.82, including a VAT refund of £9,911.02

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

		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	James Ingham (placement of stones/logs at Pavilion carpark)	400.00	80.00	480.00	
4	BACS	APT(SCC/Parish Centre redevelopment valuation 4)	7,600.0	1,520.00	9,120.00	
5	BACS	APT(SCC/Parish Centre redevelopment valuation 5)	12110.19	2422.04	14532.23	
6	BACS	APT(SCC/Parish Centre redevelopment valuation 6)	9193.42	1838.68	11032.10	
7	BACS	Business Stream (Pavilion water rates)	222.16		222.16	
8	BACS	SLCC (Training – Clerk)	50.00	10.00	60.00	
9	BACS	C Lewin (Pavilion refund)	160.00		160.00	
10	BACS	CLlr M Corrigan (LCC Planning Application)	143.83	5.37	149.20	
11	BACS	SLCC (Annual Subscription)	88.50		88.50	
12	BACS	Eyelid Productions LTD (Annual Website support)	100.00		100.00	
13	BACS	Thompson Architecture (Parish Centre redevelopment)	1065.00	213.00	1278.00	
14	BACS	Clerk (expenses – stationery)	4.25		4.25	
15	BACS	LCC (grass & hedge cutting)	1259.69	351.94	1511.63	
16	DD	ID Mobile	4.13	.87	5.00	
17	DD	EON	74.00		74.00	
18	BACS	LCC	1259.69	251.94	1511.63	

3. The bank reconciliations as at 30 November 2022 were received

4. The bank balances as at 30 November were noted as:

Unity Trust	94,882.18
Skipton BS 992755645	96,19.94
Total	104,502.12

20. Planning Matters

a) Decisions received

22/06290/FU Rooflights to front and rear at Leah House, Farfield Court, Wetherby.

Approved

22/04936/FU Single storey rear extension at Magnolia Cottage, Tenter Hill, Bramham. Withdrawn

22/05011FU Insertion of two side windows at Carlton Cottage, Tenter Hill, Bramham. Refused

22/05012/LI Listed building consent for insertion of two windows to side; removal of internal staircase and installation of a replacement staircase, partial removal of internal walls, installation of 3 bathrooms, insertion of 2 internal doors, and partial blocking up of internal walls at Carlton Cottage, Bramham. Refused

22/05724/FU Change of use of store to Office Use (Class E (g)(i) with extension & external storage areas; conversion of office to car port parking space; new timber fencing and access gates to site at Bartons Yard, Back Street, Bramham. Withdrawn.

b) Applications received

22/07118/FU/NE Variation of conditions 1, 4 and 14 of approval 20/08368/FU to amend the approved landscaping plan at Farfield House Wetherby Road Bramham. It was **resolved** to support the application, all in favour.

22/07237/FU/NE Single storey side extension at 2 Cropstones, Bramham. It was **resolved** to support the application, all in favour.

22/07449/FU/NE Part two storey, part single storey side and rear extension at 11 Bowcliffe Road, Bramham. It was **resolved** to object to the application, all in favour.

22/06317/FU/NE Siting of 2 containers for atmospheric monitoring equipment, plus freestanding monitoring equipment at Headley Hall Farm Spen Common Lane, Bramham. It was **resolved** to support the application, all in favour.

APP/N4720/W/22/3310122 Appeal against refusal of outline application for a forestry building, with all matters reserved Land Off Windmill Road Bramham. The Council has previously objected to the application and no further submissions are required.

22/07118/FU/NE Variation of conditions 1, 4 and 14 of approval 20/08368/FU to amend the approved landscaping plan at Farfield House Wetherby Road Bramham. It was **resolved** to support the application, all in favour.

22/07803/FU/NE Erection of a height restriction barrier at site entrance Site Bramham Recreation Ground Freely Lane Bramham. It was **resolved** to support the application, all in favour.

c) Update regarding ongoing planning matters

None

21. **Clerk's Report**

- Tenter Hill Allotments have confirmed compliance with Avian Flu regulations which came into effect on 7 December 2022.
- British Gas have not supplied electricity bills for the Pavilion or Parish centre for November. The next bills will include a credit under the Energy Relief Scheme.
- The Clerk is preparing a Business Continuity Plan.
- The Clerk is preparing spreadsheets detailing the Pavilion and Parish Centre H & S checks.

22. **Correspondence**

853 Resident re response to FOI request

854 FOI Request for Parish Centre redevelopment costs to date. Clerk to respond

855 Resident re the Council applying for the Shop/Post office building to be registered as an ACV. Clerk to respond

856 Resident re damage to bus stop on Firbeck Road. The Clerk has already responded

857 Bramham FC re blocked showers in the Pavilion.

858 – 863 Bramham House Development. Cllr M Corrigan has responded

864 Resident re faulty Christmas light. Clerk has responded

- 865** Village Hall re arranging defibrillator training. Clerk to respond
866 Environment Agency advising of the need to apply for a Flood Risk activity permit
867 Update re changes to bus services
868 CPRE update re proposed changes to planning law
869 Letter of thanks from the Royal British Legion

23. Minor Items

- It was noted that the 'Farmers Field' has been sold to a developer and the entrance to the field has been blocked off to pedestrians
- Cllr Gilpin will be constructing 'bug houses' on the edge of the playing field, by the side gate
- The Assets & Amenities Committee will be considering an event to mark the Coronation

24. Date of next meeting

The date of the next meeting was noted as 7.00 pm on Wednesday 11 January 2023 at the Bramham Pavilion. Any agenda items or reports to be sent to the Clerk by 5pm on Tuesday 3rd January 2023

The meeting concluded at 10.10 pm

Signed.....

Dated