

Minutes of the Annual Meeting of Bramham cum Oglethorpe Parish Council held on 10 May 2023 at Bramham Pavilion

Councillors Present Cllrs M Corrigan, P Corrigan, J Ingham, S Jones, T Prest, L Richards and M Tozer

Also present Ward Cllr Alan Lamb, Ward Cllr Norma Harrington and the Clerk

Public Session

Cllr Lamb congratulated the councillors on their re-election to Bramham Parish Council. Cllr M Corrigan thanked Cllr Richards for her work as a LCC Ward Councillor.

1. Declarations of Acceptance of Office for 2023/2024 were received from Cllrs M Corrigan, P Corrigan, D Gilpin, J Ingham, S Jones, T Prest, L Richards and M Tozer. It was **resolved** to receive Cllr H Buck's Declaration of Acceptance of Office at the June 2023 meeting.
2. It was **resolved** to elect Cllr M Corrigan as the Chair of the Parish Council for 2023/2024 and their Declaration of Acceptance of Office was received.
3. **Apologies** were received from Cllrs D Gilpin and H Buck. It was **resolved** to approve their reasons for absence.
4. It was **resolved** to elect Cllr D Gilpin as the Vice-Chair of the Parish Council for 2023/2024. It was **resolved** to accept their Declaration of Acceptance of Office at the June 2023 meeting.
5. **Declarations of Pecuniary Interests or other Interests**
None
6. **Minutes of the Parish Council** It was **resolved** that the minutes of the Council meeting held on 12 April 2023 be approved.
7. **Crime Report**
Cllr Richards attended the May 2023 PACT meeting where a downward trend in reported crimes in Wetherby Ward was noted. There have been several incidents of trespass at Bramham House. CCTV evidence has been forwarded to LCC Anti-social Behaviour team. New fencing has been installed around the Bramham House site to help prevent trespass. Traveller incursions on public land have been reported in Wetherby and North Leeds. The Police continue to ask residents to report all incidents to them.
8. **Committee and Working Groups**
 - 8.1. **Committee and Working Group structure**
 - 8.1.1 It was **resolved** to dissolve the Parish Centre Working Group.
 - 8.1.2 It was **resolved** to dissolve the Asset Development Working Group.
 - 8.2. **Committee and Working Group Membership and lead responsibilities.**
It was **resolved** to approve the following appointments for 2023 /2024
 - 8.2.1 Assets & Amenities Committee. Cllrs Prest, P Corrigan, Richards, Buck, Scott.
 - 8.2.2 Traffic Management Working Group Cllr M Corrigan, Ingham, Jones.
 - 8.2.3 Employment Committee Cllr M Corrigan, Trish, Richards.
 - 8.2.4 Complaints Committee Cllr P Corrigan, Ingham, Tozer.
 - 8.2.5 Finance Working Group Cllr M Corrigan, Richards, Tozer, Prest, Ingham.
 - 8.2.6 Planning Advisory Working Group Cllrs Richards, Jones, Ingham and Prest.
 - 8.2.7 Webmaster Cllr Gilpin.
 - 8.2.8 LCC Leeds Festival Working Group Representative Cllr Richards.
9. **Policies**
 - 9.2 It was **resolved** to approve Standing Orders.

9.3 It was **resolved** to approve Financial Regulations.

9.4 It was **resolved** to approve Code of Conduct.

10. **Bramham Parish Centre** update received from Cllr Tozer:

- Cllr Tozer met with the architects (Thompsons) on site on the 9th May and confirmed that the building is close to completion.
- Work on the drainage connection has been delayed but should start week beginning 17th May 2023 with completion by the 22nd May 2023.
- Thompsons will undertake a snagging review before the building is handed over.
- The soft landscaping will be undertaken by councillors and volunteers.
- Water butts will be installed in the garden.
- Once the building has been in use for a few months the council will consider whether a commercial waste disposal is required.
- The A & A Committee will consider arrangements for the official opening..
- 1 hour cleaning per week will be required once the building is in use. The Clerk will contact Team Clean to check that they have capacity to do this.
- Cllr Richards noted that some of the stones used in rebuilding the boundary wall were differently coloured because new stone had been used. It was agreed that that the wall should not be pressure washed as this could damage the mortar.

11. **Traffic Management Working Group**

The SID data for April 2023 was received and will be published on the website. It was noted that the average speed is slightly higher at 25 mph compared with previous months.

12. Approval of the amended football contracts was deferred to the June meeting.

13. **Finance Working Group**

13.1 The notes from the Finance Working Group meeting on 21 April 2023 were received.

13.2 The Internal Control Check List Q4 2022/2023 was received and the corrective action noted.

13.3 It was **resolved** to approve the transfer of the general reserve of £27,071 to the Skipton Building Society Account number 992755645.

13.4 It was **resolved** to approve the closure of Skipton Building Society Account number 993755659

14. **2022/2023 Audit Chair**

14.1 The Internal Auditors Report was received and their recommendations noted.

14.2 It was **resolved** to approve and sign the Annual Governance Statement for 2022/2023 (AGAR Part 3 p 4).

14.3 It was **resolved** to approve and sign the Financial Statements for 2022/2023 (AGAR Part 3 p 5).

14.4 It was **resolved** to approve and confirm the period for the Exercise of Public Rights to inspect the unaudited accounts for 2022/2023.

15. It was **resolved** to approve a donation of £100.00 to the Yorkshire Ambulance Service NHS Trust.

16. **Financial Matters RFO**

16.1 The receipts for April 2023 were noted as £ 35,147.41.

16.2 It was **resolved** to approve the following payments :

		Payee	Amount (net)	VAT	Total	Sec 137
1	BACS	Salaries Incl HMRC	748.52		748.52	
2	BACS	Team Clean Cleaning	120.00		120.00	
3	BACS	APT (Supply of top soil)	359.94		359.94	
4	BACS	APT (invoice 12)	4573.35	914.67	5488.02	
5	BACS	Internal Auditor	350.00		350.00	

6	BACS	Pavilion Deposit Refund (PE)	100.00		100.00	
7	DD	EON	182.60		182.60	
8	DD	ID Mobile	4.13	.87	5.00	
9	DD	British Gas (Parish Centre electricity 15 03 23 – 31 03 23)	282.70	14.13	296.83	
10	DD	British Gas (Pavilion electricity) 22 03 23 - 31 03 23	36.28	1.81	38.09	
11	DD	British Gas (Pavilion electricity) 01 04 2023 – 17 04 2023	357.32	17.86	375.18	
12	BACS	Business Stream (Pavilion water rates 21 02 23 – 20 04 23)	58.63		58.63	
13	BACS	Play Inspection Company	72.95	14.59	87.54	
14	BACS	Yorkshire Ambulance NHS Trust	100.00		100.00	100.00
15	BACS	PKP Engineering (Pavilion barrier)	1400.00		1400.00	
16	BACS	Cllr M Corrigan (materials & signage Pavilion barrier)	255.43		255.43	
17	BACS	L Marshall (Coronation event table decorations)	137.47		137.47	
18	BACS	Cllr P Corrigan (Coronation event refreshments & supplies)	1512.25		1512.25	

16.3 The bank reconciliations as at 30 April 2023 were received.

16.4 The bank balances as at 30 April 2023 were noted as:

Unity Trust	89409.13
Skipton BS 992755645	961904
Total	99029.07

17 Planning Matters

a) Decisions received

22/06756/LI Listed building application for replacement of windows and doors at Bowcliffe Hall, Paradise Way, Bramham. Approved.

b) Applications received

23/01389/LI/NE Listed building application for the creation of first floor bathroom, alterations to staircase and landing and creation of first floor side window at Carlton Cottage Tenter Hill Bramham. It was **resolved** to support the application.

APP/N4720/W/23/3320463 Appeal. Change of use of land to agricultural use including construction of agricultural building at Land East Of Meadow Lane Bramham. It was **resolved** that the Council's previous comments stand.

23/02498/FU/NE Alterations including single storey rear extension; open porch to front at 9 Prospect Bank Bramham. It was **resolved** to support the application.

c) Update regarding ongoing planning matters

Alms House Hill. A resident has complained about the condition of the building. LCC Planning Compliance have attended but no action can be taken.

Church Hill. No recent activity on site has been noted.

Farfield House. An extension is being built though planning permission is still pending.

18 Clerk's Report

- The Play Ground Annual Inspection Report has been received.

19 Correspondence received since the last meeting

893 Parking by Bramham Primary School – Cllr Richards has responded.

894 Relocation of the 30 mph sign on Toulston Lane – this has been referred to Cllr Alan Lamb

895 Bramham House Security Log

896 Invitation to the Yorkshire Day Civic Event on 1st August 2023

20 Minor Items

- Playground inspection noted that the fence around the playground is rotten in parts and needs to be replaced and areas of the grass need to be levelled and reseeded. It was agreed the Cllr P Corrigan will obtain quotes to be considered at the June meeting.
- Parish Centre soft landscaping . A resident has prepared a planting schedule. It was

agreed to set up an account at a nursery and Cllr P Corrigan will purchase the recommended plants.

- Cllrs were reminded about the Parish Meeting on 16 May 2023
 - An allotment holder has asked how they can obtain a discount on seeds via the NSALG. Cllr P Corrigan advised that only one request can be made on behalf of all the allotment holders. One of the allotment holders will need to organise this.
 - A resident has offered historic pictures of Braham to be displayed in the Parish Centre.
 - The purchase of crockery, kettle etc for the Parish Centre will be considered at the June 2023 meeting.
 - Height restriction barrier at the Pavilion has been completed.
 - Historic Bramham website. The site states that it is copyrighted to Bramham Parish Council. However the council does not have administrative access to the site and no longer funds it. It was agreed the administrator of the site to be asked to delete the copyright reference.
 - Village shop and Post Office. The Post office Retail team have confirmed that they are processing an application from a new Post Mistress and they are meeting with the owner next week to discuss the refit of the Post Office Counter. The owner is keen to re-open the shop as soon as possible, potentially before the Post Office reopens.
- 21 It was noted that the Council will meet on the second Wednesday of the month, excluding August, during 2023/2024. Any agenda items or reports to be sent to the Clerk by 5 pm on the Tuesday 2023 prior to the meeting.
- 22 It was **resolved** to approve the exclusion of the public and press from item 23 on the agenda on the grounds of confidentiality.
- 23 It was **resolved** to make the post of Parish Centre Caretaker redundant, effective from 1st July 2023, as access to the building will be controlled by an automated locking system. It was **resolved** to make an additional redundancy payment, over and above the Statutory Redundancy payment, to reflect the time when the employee was undertaking the role on an honorarium.

The meeting concluded at 21.09 pm

Signed.....

Dated