

Minutes of the Meeting of Bramham cum Oglethorpe Parish Council held on 8 March 2023

at Bramham Pavilion

Councillors Present Mike Corrigan (Chair), Dan Gilpin (Vice-Chair) Helena Buck, Pam Corrigan,
Scott Jones, Trish Prest, Linda Richards and Mark Tozer

Also present 2 residents and the Clerk

Public Session

- i) A resident apologized for not attending the meeting re the potential closure of the Post Office and shop. Cllr M Corrigan advised the Post Office Retail team have confirmed that they are in discussions with a credible applicant who wished to run the shop and Post Office from the current premises. The owner is amenable to this. If the shop and Post Office does close the Post Office retail team will want to continue with the option of a mobile Post Office service. The Parish Centre could be used for an outreach Post Office.
1. **Apologies** were received from Cllr Ingham. It was **resolved** to approve the reason for his absence.
2. **Declarations of Pecuniary Interests or other Interests**
None
3. It was **resolved** that the minutes of the Council meeting held 8 February 2023 on be approved, all in favour.
4. **Crime Report**
Cllr Richards attended the PACT meeting on 7 March 2023. 77 offences were recorded across the Wetherby Ward in February 2023, down from 88 recorded offences in January 2023. The police are focusing on reducing anti-social behaviour. There have been no reported incidents of anti-social behaviour in Bramham.
5. **Bramham Parish Centre**
 1. The Contractors Report no 7 was received. Planning approval has been received for the external blockwork. It was **resolved** to approve option 2 for the Yorkshire Water drainage connection, all in favour. The connection will be between Lavender House and Bowcliffe Road and will require a partial road closure during the works. It was noted that the Community Fund has approved a grant of £10,000 for hard landscaping, £5,000 for soft landscaping and 50% of the cost of the notice board (£500).
 2. It was **resolved** to approve the process for control of access and building heating functions, all in favour. There will be open access to the building from 9 am to 5 pm daily and bookable after 5 pm. This will be reviewed after 3 months.
 3. It was **resolved** to approve the council, rather than the Working Group, taking ownership of devising the building usage strategy and marketing, all in favour. Cllrs Buck, Gilpin, Prest, Jones and Corrigan will advise on the options which will be considered at the April meeting.
 4. It was **resolved** to approve the hard landscaping layout, all in favour.
 5. It was **resolved** that there will be consultation with residents about the soft landscaping, all in favour. An invitation will included in the Parish Magazine for residents who want to get involved. Cllr P Corrigan will take the lead and will present proposals to the council for approval.
 6. It was **resolved** to approve the terms of the LCC WBI grant, all in favour.
 7. Nick and Rachel Lane Fox have agreed to open the Centre and a date for the official opening event will be confirmed in due course.

6. Bramham House Development

- It was noted that the developers have organised a public consultation event on the 29th March 2023 from 3 pm to 7 pm at the Bramham Pavilion. Bramham House Ltd will be leafleting residents to advertise the event.
- Daily security visits are being undertaken and the council is receiving copies of the security visits log on a monthly basis.
- There is still some clearance work being undertaken on the site.
- It is not known if the roads on the development will be adopted.

7. A & A Committee

1. It was **resolved** to approve the draft 2023/2024 football contracts, all in favour. The clerk will arrange meetings with the clubs to discuss the terms and hourly rates with Cllrs Tozer and Gilpin to attend.
2. It was **resolved** that FiveStar bookings can continue with their additional booking on a Saturday mornings on a rolling monthly contract, all in favour.
3. It was **resolved** to approve the quote for repairs to the Pavilion Shutters, all in favour.
4. It was **resolved** to approve submitting an application to the Lottery Fund for the Coronation event, all in favour. It was also **resolved** to make an application to the Ward Councillors for funding, if required, to enable the afternoon tea at the Coronation event to be free of charge, all in favour.

It was **resolved** to suspend Standing Orders to allow a resident to speak, all in favour. A representative from Bramham in Bloom (BiB) asked if funding would be available for the flower arrangements at the Coronation Event. Cllr M Corrigan thanked BiB for offer to do the flower arranging and confirmed that the cost of flowers will be included in the application for funding. The anticipated costs for flowers is £5 per table.

Standing Order were reinstated

8. It was **resolved** to instruct Utility Aid to undertake a review of the Council's utility contracts, all in favour.
9. **Height Restriction Barrier at the Pavilion.**
 1. It was **resolved** to approve the signage for the barrier in imperial and metric measurements, all in favour.
 2. It was **resolved** to approve closing the carpark for up to 3 days whilst the hinge posts are installed, all in favour.
 3. It is anticipated that 6 bags of cement, and 1 bag of aggregate will be need for installation at a cost of £100. It is a planning requitement that the barrier is painted black, at an estimated cost of paint is £100. The overall costs is anticipated to be under the approved cost of £2000
10. Councillor Buck agree to produce for the Annual Parish Council Newsletter for 2023 which will be published online prior to the Annual Parish Meeting. Residents can request a hard copy if required.
11. It was **resolved** to hold the Annual Parish Meeting at 7 pm on 17th May 2023 at either the Bramham Parish Centre or the Pavilion, all in favour.
12. The data from the SID on Clifford Road was received and will be published on the website. There has been no change in average speeds from previous months.
13. A request has been received to clean the War Memorial before the flower troughs are planted. As the memorial is Grade II listed permission will be required from the LCC Conservation Officer. They have been contacted and a response is awaited. It was **resolved** to suspend Standing Orders to allow a resident to speak, all in favour. A representative from BiB advised that they have ordered a number of flower baskets to be installed around Bramham, including by the War Memorial, in May. *Standing Orders were resumed.*

14. The Street Furniture Inspection Report was received. It was noted:
- The condition of the Bramham village signs on Bowcliffe Road/Paradise Way and Wetherby needs to be monitored at the posts may need to be replaced in the near future.
 - Some of the wooden benches require teak oiling and Cllr M Corrigan will undertake this.
 - Cllr Gilpin will clean the benches in the playground.
15. It was **resolved** that the Queen Elizabeth II memorial bench will be installed in the garden at the Parish Centre.
16. It was **resolved** to approve the Asset Register, all in favour.
17. Up dated policies.
1. It was **resolved** to approve the Financial Regulations, all in favour.
 2. It was **resolved** to approve the Lone Worker Policy, all in favour.
 3. It was **resolved** to approve the Business Continuity Policy, all in favour.
 4. It was **resolved** to approve the Petty Cash Policy, all in favour.
18. The annual Investment Report was received. Alternative deposit accounts will be considered at the next FWG meeting.
19. **Financial Matters**
1. The receipts for February 2023 were noted as £7,384.24.
 2. It was **resolved** to approve the following payments, all in favour :

		Payee	Amount (net)	VAT	Total	Sec 137
1	BACS	Salaries Incl HMRC	917.24		917.24	
2	BACS	Team Clean Cleaning	120.00		120.00	
3	BACS	Cartridge Save (Printer Ink)	48.43	9.69	58.12	
4	BACS	Microsoft Office 365	66.66	13.33	79.99	
5	BACS	APT Construction (Parish Centre Val 8))	9672.99	1934.60	11607.59	
6	BACS	APT Construction (Parish Centre Val 9)	5679.10	1132.22	6811.32	
7	BACS	Thompson Architecture	142.83	5.37	148.20	
8	DD	EON	74.00		74.00	
9	DD	ID Mobile	4.17	.83	5.00	
10	DD	British Gas (Parish Centre electricity 14 09 22 – 13 02 23)	126.92	6.04	126.92	
11	DD	British Gas (Pavilion electricity) 21 09 22- 20 02 2023	394.40	19.72	414.12	
12	BACS	Green Guard CS Ltd	240.00		240.00	

3. The bank reconciliations as at were received

4. The bank balances as at 28 February 2023 were noted as:

Unity Trust	64,512.44
Skipton BS 992755645	9,619.94
Total	74,132.38

20. **Planning Matters**

- a) Decisions received

22/07803/FU Erection of a height restriction barrier at site entrance at Bramham Recreation Ground Freely Lane Bramham. Approved

22/01440/OT Outline application for a forestry building, with all matters reserved at land off Windmill Road, Bramham. Refused.

22/02888/FU Conversion of garage to form habitable living space; single storey rear extension to create new garage and new hardstanding to side and rear at Folly House, Aberford Road, Bramham. Approved

b) Applications received

None

c) Update regarding ongoing planning matters

Almshouse Hill – some of the hoarding has come away and is hazardous. The owner has been notified.

Church Hill – there has been no progress at the site

Town Hill has been closed temporarily for essential works.

Farfield – 3 cherry trees had been planted on the verge without permission. These have been removed as they were interfering with grass cutting and were close to utility supplies.

21. Clerk's Report

- A contractor has been instructed to carry out PAT testing at the Pavilion.
- A VAT reclaim has been submitted for January and February 2023.
- Due to the easter bank holidays the agenda will be served on Wednesday 5 April so councillors should ensure that agenda items are provided by the deadline of 5pm on Tuesday 4 April 2023.
- The direct debit for the Pavilion gas supply will increase from £74.00 per month tot £182.60 per month from April 2023.

22. Correspondence

881 Request from the All Saints' Church Wardens that any signage in the village includes information about the Percy Cross. It was noted that the Parish Council is not responsible for any relevant signage but will include information about the Percy Cross if any signs are installed in the future. It was noted that the Bramham Historical Asset Conservation Group are planning to install a stone carving by the Percy Cross to identify it.

882 Resident concerned re overgrown hedge by Quarry Farm on Bar Lane and a pothole on Bar Lane. Cllr Richards confirmed that LCC are contacting the land owner in relation to the hedge. The resident has been advised to report the pothole to LCC

883 Resident detailing their concerns about the delay in removing the Christmas lights. No response required.

23. Minor Items

- It was agreed to install an A1 sized framed print of the Battle of Bramham Moor information poster in the Parish Centre.
- Councillors were reminded about the defibrillator training at the Pavilion on 13 April 2023.
- Councillors were reminded about the timetable for the May 2023 elections.
- A contractor is investigating the rat infestation at the Tenterhill Allotments. i

24. Date of next meeting

The date of the next meeting was noted at 7.00 pm Wednesday 12 April 2023 at the Bramham Pavilion. Any agenda items or reports to be sent to the clerk by 5pm on Tuesday 4 April 2023

The meeting concluded at 9.40 pm

Signed.....

Dated

